

**FACULTY SEPARATION  
(UNPAID FACULTY)**

**NAME:** \_\_\_\_\_

**EFFECTIVE DATE:** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_

**PROCESS IMMEDIATELY**

REQUIRED DOCUMENT(S)	DATE SENT TO FACULTY AFFAIRS	DATE REC'D IN FACULTY AFFAIRS	RESPONSIBLE PARTY
<ul style="list-style-type: none"> <li>Letter from Faculty to Chair (Resignation Letter)</li> </ul>			Department
<ul style="list-style-type: none"> <li>Letter from Chair to Dean</li> </ul>			Department
<u>Complete Process:</u>			
1. Prepare FTF			<b>Office of Faculty Affairs</b>
2. Upload FTF into Perceptive Content			<b>Office of Faculty Affairs</b>
3. Finance approval			<b>Office of Faculty Affairs</b>
4. Dean's approval			<b>Office of Faculty Affairs</b>
5. RBHS approval			<b>Office of Faculty Affairs</b>
6. Finalized FTF in FIS			<b>Office of Faculty Affairs</b>
7. Update FIS			<b>Office of Faculty Affairs</b>
8. File Documents and Move File to Terminated			<b>Office of Faculty Affairs</b>