

**FACULTY SEPARATION / RETIREMENT
(PAID FACULTY)**

NAME: _____

EFFECTIVE DATE: _____

DEPARTMENT: _____

MOVE TO: **TERMINATED** **VOLUNTARY (UNPAID)**

PROCESS IMMEDIATELY

REQUIRED DOCUMENT(S)	DATE SENT TO FACULTY AFFAIRS	DATE REC'D IN FACULTY AFFAIRS	RESPONSIBLE PARTY
<ul style="list-style-type: none"> Letter from Faculty to Chair (Resignation / Retirement Letter) 			Department
<ul style="list-style-type: none"> Letter from Chair to Dean (Include vaction residual) 			Department
Complete Process:			
1. Prepare EPAF/Send to UHR/Payroll			Office of Faculty Affairs
2. Send Form B-10 to Faculty			Office of Faculty Affairs
3. Upload EPAF into Perceptive Content			Office of Faculty Affairs
4. Finance approval			Office of Faculty Affairs
5. Dean's approval			Office of Faculty Affairs
6. RBHS approval			Office of Faculty Affairs
7. Finalized FTF in FIS			Office of Faculty Affairs
8. Update FIS (For Faculty moving to Voluntary status)			Office of Faculty Affairs
9. Prepare and Email Confirmation Letter (For Faculty moving to Voluntary status)			Office of Faculty Affairs
10. File Documents and Move File to Terminated or Unpaid			Office of Faculty Affairs