

Academic Affairs Procedure for Separation of Employment for Faculty

I. Voluntary Separation

1. The faculty member should submit their written resignation to their Chairperson/Director or their immediate supervisor. The supervisor must immediately send the original resignation letter and a reason for separation via email to the Dean of the College. The Dean will forward the resignation to the Provost (Christopher Olsen), Assoc VP (Susan Powers), and the Personnel Coordinator (Kelly Wright). When possible, the faculty member should select the last day of the semester for their last day of employment. If the faculty member is a fiscal employee and wishes to resign after the Spring semester, the last day should be July 31.
2. Upon Receipt of the resignation letter and reason for separation, Academic Affairs will initiate the separation process by submitting the EPAF (electronic PASS form) to HR. Human Resources will send instructions for completing the separation checklists to the faculty member and supervisor.
3. The faculty member and supervisor will work together to complete all steps in the HR email communication.
4. The faculty member must obtain their supervisor's signature on both (HR and OIT) checklists in addition to IT consultant's signature on the OIT checklist.
5. Both of the completed checklists will be forwarded to Human Resources (Attn: Erica Myers). HR will mark the separation process as DONE in Banner and file all documents in the employee's personnel file.
Please Note: Retirees should retain their University ID as they will continue to have access to the Library and Recreation Center (SRC). Retirees will retain access to their ISU email account. In addition, retirees are eligible for a free retiree parking tag through Public Safety.

II. Involuntary Separation*

1. As soon as the decision to separate the employee has been established, the supervisor and Academic Affairs will work together to complete the separation process.
2. It is the immediate supervisor's responsibility to make sure the Human Resources Separation Checklist and OIT Separation Checklist is completed, signed and returned to Human Resources.

*Involuntary separations may not take place without prior approval of the appropriate Vice President and the Provost.