

SANTA CLARA UNIVERSITY RESIGNATION

A faculty member who has signed and returned the letter of appointment for the year is expected to fulfill the agreement. A faculty member is permitted to resign from the University, without obligation, within thirty days of signing the original letter of appointment.

A faculty member who decides to resign from the University for any reason or who concludes an agreement to accept an appointment elsewhere is obligated to notify the University immediately. Please refer to Section 3.5.2 of the *Faculty Handbook* for the complete policy on resignation.

1. Faculty member submits written resignation to the Department Chair, Dean, and Provost.
2. Provost's Office sends copy of letter of resignation to Human Resources and confirms last day of employment and percentage of annual salary due to faculty member as of last day of employment.
3. Human Resources contacts faculty member with information regarding COBRA and other termination procedures.
4. Human Resources issues the faculty member's final paycheck containing the difference between the compensation earned to date by the faculty member and actual compensation received to date. This calculation is done by Human Resources and confirmed by the Provost's Office. The final paycheck is issued through the regular payroll process.
5. Human Resources deactivates faculty member's employment record in the Human Resource System.
6. Provost's Office records vacancy in faculty salary planning workbooks and updates the faculty database.