

## Resignations

When resigning or retiring from university employment, faculty should submit in letter form appropriate information regarding reasons, last working date and effective date of the termination of employment. The letter should be directed to the administrative office from which the appointment was received.

Copies of the letter should be directed to the respective department chair, college dean or division head, immediate administrator, and Provost. The immediate administrator will promptly accept the resignation/retirement in letter form and send copies of the resignation/retirement acceptance to the personnel services and payroll offices.

### *Faculty Affairs notes:*

- *The immediate administrator (HEERA Manager) for faculty is the dean for colleges and the library, or the equivalent position for counselors and coaches*
- *For faculty (probationary/tenured and lecturers) resignations please copy Mary Ferrel in Faculty Affairs ([luceroferrel@cpp.edu](mailto:luceroferrel@cpp.edu))*