



Faculty Affairs

# California State University, Fresno

## Office of Faculty Affairs

### Separation Notice

Use this form when: A temporary faculty member, Teaching Associate, Graduate Assistant, or Instructional Student Assistant was approved (given an appointment notice) during a set period of time and the individual has decided to resign, quit, terminate, or retire either before, during the appointment or at the end of the scheduled appointment. Do not use this form for tenured, tenure track, or FERP faculty or when the temporary faculty member or student should be requesting a medical or personal leave of absence.

**Directions:**

- 1) Complete the form.
- 2) Attach documentation from the individual stating reason for separation.
- 3) Department Chair reviews, signs and dates; then begins separation process to collect technology, etc.
- 4) Dean reviews, signs and dates; then determines if Substitute or Late Start appointments are needed.
- 5) Forms should be submitted to Faculty Affairs prior to or same date as separation notice for processing.
- 6) Review Payroll Certification to ensure proper payment associated with the separation.

Employee ID \_\_\_\_\_

Name (First Last) \_\_\_\_\_

Dept ID (5 Digit) \_\_\_\_\_

Department Name \_\_\_\_\_

Appointment Dates (Dates on the current appointment notice/letter/offer):

Beginning: \_\_\_\_\_ Ending: \_\_\_\_\_

Last Day Worked (last day on Payroll): \_\_\_\_\_

Special Notes (e.g., Cancelled Appointment notice): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attached is the documentation confirming this separation/resignation; and I have reviewed the information and understand that the individual will be removed from Payroll as of the Last Day Worked indicated above. I have/will begin collecting any department and/or college issued inventory. I will ensure that the Payroll Certification form is reviewed to avoid overpayment which could result due to separation.

Department Chair: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Dean: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

For Faculty Affairs Use Only:

PS Checklist: \_\_\_\_\_

Job: \_\_\_\_\_

Access Updated: \_\_\_\_\_

To PR: \_\_\_\_\_