

## Resignations

Employee	Resignations require a signed and dated resignation letter from the employee specifying the last day of work. NOTE: If it is an academic year faculty, the resignation date is December 31 if leaving at the end of the fall semester and May 31 if leaving after the spring semester, even if they will be teaching summer classes. This is routed through the deans' offices to Academic Affairs with a cover memo.
Department	Receive and review the resignation letter and forward to Academic Affairs.
Academic Affairs	Provost issues a letter acknowledging the resignation. A PASS Form is prepared to terminate the employment.
Employee	Arranges an Exit Interview with Academic Affairs and/or takes Qualtrics survey that can be found at the following link: <a href="https://indstate.qualtrics.com/SE/?SID=SV_5sSw8sKI58TRRpa">https://indstate.qualtrics.com/SE/?SID=SV_5sSw8sKI58TRRpa</a> .