University *of* Wisconsin-Eau Claire

# Resignation/Retirement Form: Academic Affairs Faculty and Academic Staff

*Please use this form to report the resignation or retirement of a faculty or academic staff member within Academic Affairs.*

| RETIREMENT | RESIGNATION |
|---|---|
| ☐ Retirement ☐ Emeriti Status* <br> **Must have served at least 20 years at UW-Eau Claire; or 20 years of collegiate service, 10 of which at UW-Eau Claire just prior to retirement.* | ☐ Resignation |

Person's Name: _____ Email Address: _____
Last / First / Middle Initial

Department: _____ Initial Employment Date: _____

Final Employment Date: _____

## DEPARTMENT CHAIR/UNIT DIRECTOR

If so desired, please attach text which can be incorporated into the official university acknowledgement letter including: the person's area of expertise (be specific, i.e., biochemistry, educational psychology, French, etc.), outstanding accomplishments and awards, or exceptional performance of duties.

## PROCEDURES

1. Attach a signed letter from the resigning or retiring faculty or academic staff member expressing resignation or retirement. A printed email from the faculty member or academic staff member is acceptable.
2. The department chair or unit director can provide text which can be incorporated into the official university acknowledgement letter, if so desired. If text is not provided, a standard acknowledgement letter will be issued.
3. Sign the appropriate location and forward through administrative channels to the Chancellor's Office.
4. The Chancellor's Office will forward the fully-signed acknowledgement form to Human Resources.

| SIGNATURES | |
|---|---|
| Department Chair/Unit Director: | Date: |
| College Dean or Equivalent: | Date: |
| Associate Vice Chancellor: | Date: |
| Budget Officer: | Date: |
| Provost and Vice Chancellor: | Date: |
| Chancellor's Office | Date: |