



Michigan Technological University

Resignation, Retirement Procedure

When a full time faculty member has decided to resign or retire from their current position and informs their department dean/chair of their intent to separate from the University, the department should take the following steps:

Resignation

- Department obtains resignation letter from individual. The chair/dean will then write an acceptance of resignation letter.
- Complete the on line [Intent to separate](#) form.
- An Electronic Personnel Action Form (EPAF) to terminate the position needs to be submitted. The resignation and acceptance letters should be uploaded to Perceptive Content.

Retirement

- Complete the on line [Intent to separate](#) form.
- If the retirement is part of the Retirement Supplemental Voluntary Program (RSVP), Benefit Services will complete the EPAF to end the job.
- If the employee is not retiring with the RSVP program, please follow the steps as if it were a resignation.

Departments should send academic human resources all personnel files they have for the employee when the employment ends.