

## Process for Faculty Resignation/Retirement

### Faculty member's responsibility

A faculty member who intends to resign or retire from his/her position at UTSA will submit a letter with their intent to their respective department chair. The letter must include the effective date of his/her resignation/retirement. Typically the effective date would coincide with the end of the semester for which they are appointed. Faculty should be notified that if they use any other date instead of the end of semester, the university can choose to modify that date so it is not disruptive to the university's business, and should the university accept a date other than the end of the semester, the resigning/retiring faculty member's benefits may be affected. Upon confirming separation of employment with UTSA, it will be the faculty member's responsibility to complete the following before the effective date of his/her resignation/retirement from UTSA ([HOP 4.14](#)):

1. Return all university owned property to his/her respective department including, but not limited to keys, university identification cards, cell phones, computers, and library books.
2. Make an appointment with the HR-Benefits department to discuss address changes as well as benefits options to continue health insurance coverage through the COBRA plan (if not eligible for retiree insurance).
3. Settle any outstanding debts or other financial obligations, to include, but not limited to library fines and parking fines.
4. Ensure all obligations are met. Principal Investigators must officially arrange for the proper handling of all sponsored programs and compliance protocols involving human subjects and animals and return data on a sponsored program.

### Department Chair's responsibility

The department chair will accept the resignation/retirement letter and acknowledge receipt with a brief memo addressed to the Dean and confirm or establish the effective date of the resignation/retirement. If the reason for leaving is not noted in the faculty member's letter but is expressed to the department chair, the department chair should include this information in the memo. The information is used to correctly code the reason for leaving UTSA. The faculty member's letter of resignation/retirement and the department chair's acceptance memo will be forwarded to the Dean's Office.

### Dean's responsibility

The Dean will acknowledge receipt and approval of the resignation/retirement with a brief memo addressed to the Vice Provost for Academic and Faculty Support or stamp of approval. The Dean's Office will forward all documents to the Office of the Vice Provost for Academic and Faculty Support (VPAFS).

**VPAFS responsibility**

Once the paperwork is received in VPAFS, the Vice Provost will approve the document and the following areas will receive a scanned copy:

- Dean's Office
- Provost Office
- Human Resources
- Benefits Office
- Environmental Health, Safety and Risk Management

**Department administrative staff responsibility**

The Dean's Office should notify the department administrative assistant who will then end the faculty member's assignment in HRMS and enter a reason code. The department administrative assistant will complete the separation procedures outlined on the Human Resources [website](#).

**VPAFS responsibility**

A letter from the Provost thanking the faculty member for their years of service will be generated by VPAFS staff and sent to the faculty member.