



UNIVERSITY OF SOUTH ALABAMA  
PAT CAPPS COVEY COLLEGE OF  
ALLIED HEALTH PROFESSIONS

## **Instructions for Staff/ Full Time Faculty Employee Separation**

1. Employee initiates the process via a professional email or letter to their Department Chair or supervisor.

2. The Department Chair/supervisor accepts the resignation/retirement in writing.

*Note: These documents stay on record in their personnel file and will need to be routed to staff in the Dean's office for processing ending payroll paperwork.*

*Note: If the Department Chair/supervisor does not agree with the timeline provided, the supervisor works with the employee to adjust the last day of employment, if at all possible. For example, if a faculty member requests an October 1 retirement/resignation which falls in the middle of the semester, the Department Chair could work with the employee to identify a date that coincides with academic terms (e.g. end of term so a full class is taught rather than half of one).*

3. The Department Chair/supervisor notifies the Dean (in person or via email). This may be done at the same time as #4, provided that the appropriate staff member is included.

4. The Department Chair/supervisor submits the employee's formal resignation/retirement notification and their acceptance to the Dean's office staff to complete the ending payroll.

5. The Department Chair/supervisor completes Doc Route (Human Resources/Employee separation).

**Note:** All of the above must be completed prior to any request to fill the open position.



UNIVERSITY OF SOUTH ALABAMA  
PAT CAPPS COVEY COLLEGE OF  
ALLIED HEALTH PROFESSIONS