

Documentation Required for Ending Faculty Appointments

Track	Reason(s)	Required from Department*	Administrative Notes
C-E, Tenure	Resignation; transition to Academic Clinician track	<ol style="list-style-type: none"> 1. Faculty Termination form 2. Resignation letter or email that includes effective date, new location, and new position 	<ul style="list-style-type: none"> • If terminal appointment and there is no resignation letter, attach terminal appointment letter. • When submitting both a resignation letter and termination form, ensure the dates and reason are consistent.
C-E, Tenure	Retirement from Penn <ul style="list-style-type: none"> • Regular Retirement • FIAP 	<ol style="list-style-type: none"> 1. Letter or email stating intention to retire and effective date 	<ul style="list-style-type: none"> • Change to emeritus status will be processed and submitted for Provost approval. • Standing faculty (Tenure and C-E) are the only tracks eligible to become Emeritus status upon retirement.
AC, Research	Resignation or Retirement	<ol style="list-style-type: none"> 1. Faculty Termination form 2. Resignation letter or email that includes effective date, new location, and new position 	<ul style="list-style-type: none"> • If terminal appointment on Research track and there is no resignation letter, attach terminal appointment letter. • When submitting both a resignation letter and termination form, ensure the dates and reason are consistent. • Emeritus status does not apply.
Adjunct, Clinical, Wistar, Visiting	Resignation, Retirement, or end of appointment	<ol style="list-style-type: none"> 1. Faculty Termination form 	<ul style="list-style-type: none"> • If Clinical track termination, indicate if remaining PMC (if applicable).
All Tracks	Death	<ol style="list-style-type: none"> 1. Email to FAPD, including date of death 	

* Work with payroll coordinator to ensure required information has been entered into the system.

** When submitting resignation letters and termination forms, ensure the dates and reasons are consistent across both documents.