

REQUIREMENTS FOR RESIGNATION/RETIREMENT OF THE FACULTY

Please submit an original copy of the following materials **as soon as possible** upon receipt of faculty member's resignation:

- Faculty Status Form* (<http://www.umassmed.edu/uploadedFiles/FacStatusForm.xls>). It is important to include the effective date of faculty member's resignation/retirement. Please also include the following:
 - note whether faculty member will be maintaining Voluntary Appointment.
 - clinicians who are resigning or retiring but wish to maintain privileges through UMass Memorial Medical Center (UMMMC) **must maintain an active faculty appointment.**

- Letter from the Department Chair to the Vice Provost for Faculty Affairs **or** copy of faculty member's resignation letter.