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| CPU001_primary_logo_black |  | **FACULTY NOTICE OF RESIGNATION****AP 191**  |

California Polytechnic State University Academic Personnel

San Luis Obispo, California 93407 (805) 756-2844

**Instructions – For Faculty Unit 3 Employees Resigning from Cal Poly Employment:**

⏹ **Employee:**

1. Must give minimum of 3 months’ notice of resignation if rank is Assistant Professor or equivalent, or 4 months for Associate or Professor ranks or equivalent (Faculty Handbook)
2. If a letter of resignation has been prepared, please attach a copy to the completed AP191
3. Must complete and give the AP 191 to their department head/chair or supervisor at the time notice of resignation is given (with minimum 3-4 months’ notice prior to effective date - see above).
4. Must complete the Payroll Form 300 (PR 300) for various property and account clearances by the last day physically worked.
5. Complete your exit interview with ExitRight. Cal Poly has contracted with ExitRight to conduct employee exit interviews. In the next few days you will receive an email from exitright@hsdmetrics.com to complete an online survey. Responses are confidential and will not impact any future employment with Cal Poly - SLO. If you don’t receive the survey invitation please contact Academic Personnel at (805) 756-2844 or [academicpersonnel@calpoly.edu](academicpersonnel%40calpoly.edu). Upon completion of the survey, you will have the opportunity to request a follow-up, if desired.

⏹ **Department:**

1. Obtain required signatures on the AP 191 and forward it to college dean for signature.
2. Review and approve the Payroll Form 300 (PR 300) and forward it to Payroll Services before resignation date.

**⏹ College:**

1. Obtain Dean’s signature on the AP 191 and forward it to Academic Personnel.
2. Contact your Payroll Technician.

Completion of the AP 191 is NOT required for:

* + Temporary employees whose temporary appointment is ending. Completion of PR 300 required
	+ Retiring employees: If retiring from Cal Poly, contact Human Resources to apply for retirement. Completion of PR 300 required

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| **EMPLOYEE NAME**      | **EMPLOYEE ID**      |
| POSITION/ACADEMIC RANK:      | **COLLEGE/DIVISION**      | **DEPARTMENT**      |
| REASON(S) FOR RESIGNATION (choose best answer or more than one if applicable, or select other/explain)[ ] Accepted academic position *(indicate position/institution:      )*[ ] Accepted non-academic position *(indicate employer:      )*[ ] Professional advancement [ ] Better salary [ ] Better job [ ] Dissatisfied with CSU (policies, administration, support)[ ] Dissatisfied with CSU promotional opportunities[ ] Personal reasons [ ] Family reasons and/or child care [ ] Desire to relocate [ ] Pursue additional education/degree [ ] Pursue other employment [ ] Health[ ] Spousal employment [ ] Self-employment [ ] Early Resignation from FERP [ ] Other *(please specify in Comments field or attach letter of resignation explaining details)* | RESIGNATION EFFECTIVE DATE (last day of employment or last day of paid status)       |
|  LAST WORK DAY PRIOR TO RESIGNATION      |
| COMMENTS – PLEASE BE SPECIFIC:      |
| **EMPLOYEE SIGNATURE**  | **DATE** | **DEPARTMENT HEAD/CHAIR SIGNATURE** | **DATE** | **DEAN SIGNATURE** | **DATE** |
|  |  |  |  |  |  |
| **DATE AP RECEIVED** | **DATE AP PROCESSED** | **COMPLETED BY** |
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*Routing of fully signed form by Academic Personnel: Original: Academic Personnel Copies: Payroll, College (PAF copy), Department*

***College: Please contact Academic Personnel if you do not receive the PAF copy prior to the resignation date, or if there is any change in resignation date***