



HUMAN RESOURCES

Personnel Action Form

Separation

*Sample: Full-time Faculty Resignation –
Summer Session Teaching*

Empl ID: 6789

Date Prepared: 6/10/2016

Preparer's Name: JLM

PERSONAL DATA

Prefix DR	First Name JANE	MI E	Last Name DOE	Suffix
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JOB DATA

End Date 6/12/2016	Action TERMINATION	Reason RES RESIGNATION	Job Function FACULTY	Job Family TEF -TEACHING FAC
Position # (if reg) 1234	Campus and Department AKRON ART		FT or PT FULL TIME	Temp or Reg REG
Primary Title ASSISTANT PROFESSOR, ART				
Secondary Title(s)				

COMPENSATION

Base Contract Rate \$40,000	Contract Basis 9-month	Account and % 123456 - 100%	Account and %	Account and %
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COMMENTS

FACULTY MEMBER IS TEACHING FIRST FIVE WEEK SUMMER SESSION.
PART-TIME FACULTY DTA PAF TO FOLLOW.

Other Required Actions/Documents:

Issue Clearance form for full-time only (<http://www.uakron.edu/dotAsset/287b419e-f12c-4f1c-bb33-1a064fac7829.pdf>)

Issue Administrative Final Vacation Record if applicable (<http://www.uakron.edu/dotAsset/763582.doc>)

Copy of resignation/retirement/termination letter or notice

SIGNATURE APPROVALS

Department Chair/Director	Date	Dean	Date
Vice President/Provost/President	Date	Appointing Authority	Date

OFFICE USE ONLY

In HR	BOT Date	Proc By	Job Req Cr	SPRC Approval