



RESIGNATION PROTOCOL

Faculty Resignations

Faculty who express their wish to resign from the University should send **timely notification**, including the effective resignation date, to:

- Provost Office (addressed to Provost c/o Faculty Affairs Manager and Faculty Affairs Specialist)
- College Dean
- Department Chairperson

Faculty who resign from the University have the option to maintain possession of University purchased equipment by purchasing the equipment at the value determined by the Assistant Director of Computing Distributed Support Services in LTS (Gale Fritsche). All confidential Lehigh University information, including student information and the operating system, will need to be removed from the device. Although it is the responsibility of the faculty member to complete these tasks, we ask that college administration oversee the process, ensuring university equipment is returned and/or purchased appropriately.

The Provost's Office will produce an official acknowledgement of the resignation. The letter is sent to the resigning faculty member's campus address, with copies to the College Dean, Department Chair, Deputy Provost for Faculty Affairs, Payroll Office, Department of Human Resources, Budget Office, and LTS.

Resigning faculty are requested to meet with the Deputy Provost for Faculty Affairs for an informal exit interview prior to the effective resignation date.

Faculty who resign during the middle of an academic year will receive 4.5 months of salary if they have completed one full semester. Faculty who resign before the end of an academic semester will receive prorated pay.