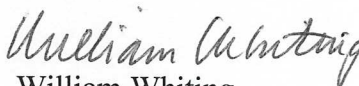


Date: February 4, 2014

To: Department Chairs

From: 
William Whiting
Associate Vice President, Faculty Affairs

Subject: Faculty Resignations and Retirements

This is a reminder that if you receive a letter of resignation or retirement from a tenure track faculty member or full-time lecturer, please forward a copy of the letter to the College Dean and to the Office of Faculty Affairs. The faculty member will also need to complete a Separation/Clearance Designee Election form that is available on the Human Resource Services Web Site at: http://www-admn.csun.edu/ohrs/employment/forms/sep_clearance_2009.doc. The department will also need to submit, to Human Resources, a Personnel Action Request (PAR) form, for all resignations and retirements.

Faculty planning on retiring should also be advised to make appointments with Laurie Gold-Brubaker (Associate Director, Benefits Administration and Workers Compensation) in Human Resource Services (818) 677-2101 for counseling. After meeting with the Benefits Office, faculty may contact Faculty Affairs at ext. 2962 for information on participating in the Faculty Early Retirement Program (FERP).

Please advise eligible faculty interested in participating in the Faculty Early Retirement Program (FERP) beginning with the 2014-2015 Academic Year that the deadline to submit an application is February 20, 2014.

Thank you for your help.

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cc: College Deans