### Documentation Required for Ending Faculty Appointments

<table>
<thead>
<tr>
<th>Track</th>
<th>Reason(s) for End of Appointment</th>
<th>Required from the Department</th>
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</table>
| Tenure and Clinician-Educator | Resignation; transition to Academic Clinician track | - Termination Affirmative Action form [www.med.upenn.edu/apps/my](http://www.med.upenn.edu/apps/my) and choose Appointment Data Entry to create form  
- Resignation letter that includes new location and new position  
- If terminal appointment and there is no resignation letter, attach terminal appointment letter |
| Tenure and Clinician-Educator | Retirement from Penn (regular retirement or retirement under the Faculty Income Allowance Plan, FIAP) | - Letter  
Comment: Emeritus Action will be minuted |
| Research and Academic Clinician | Resignation; Retirement | - Associated Faculty Termination Form  
- Letter that includes intent to retire or if resignation include new location and new position |
| Adjunct, Clinical, Wistar, Visiting | Resignation; End of appointment; lack of funding; etc. | - Associated Faculty Termination Form |
| All tracks                    | Death                            | Email to FAPD including date of death |

### Additional Information:

- Ensure that the dates of the reason for the end of the appointment are consistent in the letter and the affirmative action form.
- Retirement should be used as a reason for the end of appointment only if the faculty member is eligible to retire from Penn.
- Work with payroll coordinator to ensure required information has been entered into the payroll system.

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