

California Polytechnic State University
San Luis Obispo, California 93407

Academic Personnel
(805) 756-2844

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

■ Employee:

- Out of courtesy and in consideration of department's scheduling needs, academic employees desiring to resign or retire should give written notification to their department head/chair with a copy to their dean:
 - not less than three months prior to desired resignation/retirement date if Instructor or Assistant Professor (or equivalent)
 - not less than four months prior to desired resignation/retirement date if their rank is higher than Assistant Professor (or equivalent).
- If a letter of resignation has been prepared, please attach a copy to the completed AP191
- Must complete the Payroll Form 300 (PR 300) for various property and account clearances by the last day physically worked.
- Complete your exit interview with ExitRight. Cal Poly has contracted with ExitRight to conduct employee exit interviews. A few days after your **resignation effective date**, you will receive an email from exitright@hdsdmetrics.com to complete an online survey. Responses are confidential and will not impact any future employment with Cal Poly, San Luis Obispo. If you don't receive the survey invitation please contact Academic Personnel at (805) 756-2844 or academicpersonnel@calpoly.edu. Upon completion of the survey, you will have the opportunity to request a follow-up, if desired.

■ Department:

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

■ College:

- Obtain Dean's signature on the AP 191 and forward it to Academic Personnel.
- 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**

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) <input type="checkbox"/> Accepted academic position (indicate position/institution: <input type="checkbox"/> Accepted non-academic position (indicate employer: <input type="checkbox"/> New position provides professional advancement <input type="checkbox"/> New position provides better salary <input type="checkbox"/> New position provides better working conditions <input type="checkbox"/> Dissatisfied with CSU (policies, administration, support) <input type="checkbox"/> Dissatisfied with CSU promotional opportunities <input type="checkbox"/> Personal reasons <input type="checkbox"/> Family reasons and/or childcare <input type="checkbox"/> Desire to relocate <input type="checkbox"/> Early resignation from FERP <input type="checkbox"/> 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 WORKDAY PRIOR TO RESIGNATION
		COMMENTS – PLEASE BE SPECIFIC
EMPLOYEE SIGNATURE		DATE SIGNED
DEPARTMENT CHAIR/HEAD OR APPROPRIATE ADMINISTRATOR SIGNATURE	TITLE	DATE SIGNED
DEAN SIGNATURE	TITLE	DATE SIGNED
RECEIVED BY (ACADEMIC PERSONNEL)	DATE RECEIVED	DATE PROCESSED