

**ARTICLE TWENTY-EIGHT
SEPARATION PROCEDURES**

- 28.1 All Faculty members separating from the University will participate in the Exit Interview process with Human Resources. This Exit Interview will be arranged by the applicable Dean's office. This will include, but is not limited to: returning keys and other University property, ID cards, outstanding Library materials, reimbursements due, final payroll checks, change of address, and discuss benefits/COBRA options.
- 28.1.1 Faculty members who have left the University but would like access to their former office to retrieve personal items, must check in with Human Resources or Campus Safety to secure access.
- 28.1.2 In the interest of programmatic continuity, Faculty members should provide a written notice of intent to leave the University (e.g., resignation, retirement) not less than thirty (30) days' prior to their departure.