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CHECKLIST FOR FACULTY

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## RETIREMENT/RESIGNATION

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Candidate's Name:

Department:

Last day worked:

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### PLEASE CHECK THE APPLICABLE BOXES

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Faculty member is RETIRING:

Faculty member is RESIGNING:

Holds CPSO academic registration

Holds Royal College academic registration

**Note: For those requesting a transfer to a part time position, a Chair's letter and updated R4 must be attached. If these are not included, a part time appointment CAN NOT be issued.**

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### PLEASE SUBMIT THE DOCUMENTS BELOW

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Letter from Faculty member confirming retirement/resignation (including effective date)

[Payroll Authorization](#) (Green Form)

[RMA](#) (Yellow Form) (if applicable)

Chair's letter and completed [Mutually Agreed Responsibilities](#) (R4) (for those transferring to part time)