

Name:

SEPARATION DOCUMENTATION CHECKLIST

Use this checklist when assembling a documentation file for a Volunteer Faculty Separation.

If volunteer faculty physician has submitted letter of resignation:

- Checklist**
- Letter of Resignation from Volunteer Faculty Physician**

If volunteer faculty physician has *not* submitted letter of resignation:

- Checklist**
- Separation request from Department Chair addressed to Senior Associate Dean**
- Copy of Chair letter to Volunteer Physician (*notice of intention to separate*)**
- Envelope of undeliverable mail to last known address and/or copy of certified receipt from US Post Office (If applicable)**
- Response received from Volunteer Physician, if any**