

# F RTP Retirement

**Diagram Key**

- Faculty Member
- Department
- Dean's Office
- Office of the Provost

START

DOCUMENT

DECISION

TERMINUS

PROCESS

DATABASE

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    graph TD
      Start((START)) --> P1[Provost's Office sends F RTP Notice to Megan Fitz for Dean's approval/signature]
      P1 --> P2[Faculty Member submits F RTP Notice Form to Provost's Office no later than 12/31 before the date of retirement or the start of Option #2 or #3.]
      P2 --> P3[Megan Fitz receives F RTP Notice and sends to divisional associate dean for approval]
      P3 --> D1{Divisional associate dean decides to approve or deny}
      D1 -- DENY --> P4[Associate dean responds with denial of resignation request & informs faculty member & Provost (cc'ing chair)]
      D1 -- APPROVE --> P5[Associate dean responds with approval and Megan adds signature and sends back to Provost's Office]
      P4 --> P1
      P5 --> P6[P.O. sends acknowledgement to Faculty member and uploads documents to OnBase.]
      P6 --> P7[When the faculty member's contract is returned, the Provost's Office sends the contract to the Dean's office for Dean's signature.]
      P7 --> P8[When Dean's office sends it back, P.O. adds Provost signature and uploads documents to OnBase.]
      P8 --> P9[P.O. sends fully signed resignation contract to faculty member, chair, associate dean and Megan Fitz.]
      P9 --> P10[P.O. separates faculty member]
      P7 --> D2{60 Days prior to the date of retirement, if Option 1, prior to the start date of Option #2 and Option #3, the faculty member will receive the appropriate F RTP contract, via email. Must sign and return to P.O.}
      D2 --> P7
      P5 --> DB1[(Megan Fitz enters resignation information into Dean's Office Spreadsheet and FileMaker Pro)]
      DB1 --> DB2[(Megan Fitz gets Associate Dean's signature on contract & sends to P.O.)]
      DB2 --> DB3[(Megan Fitz adds fully signed contract from the Provost's Office to FileMaker Pro)]
  
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