

Graduate Assistants: Resignation/ Termination Process

Carbondale Campus End User Business Processes

PROCESS – Graduate Assistants: Resignation/Termination Process

Process: Follow this process when a graduate assistant is resigning or being terminated.

Access: Obtain necessary form(s). Electronic forms are available through the eforms website *eforms* <http://eforms.siu.edu/>

Actions:

Responsible Party	Action
Graduate Student OR Department	1. Notifies the department of his/her intention to resign before the end of his or her appointment. OR Makes a decision to terminate a graduate assistant's appointment before the end of his or her term.
Department	2. Completes Graduate Assistant Resignation/Termination form.
Graduate Student	3. For a resignation, signs <i>Graduate Assistant Resignation/Termination</i> form or submits a signed written letter of resignation.
Administrative Channels	4. Signs <i>Graduate Assistant Resignation/Termination</i> form. The last approver submits the form to the Graduate School.
Graduate School	5. Updates graduate assistant special information in HRMS. Makes two copies of the form. Maintains one copy for Graduate School records. Forwards one copy to the dean/director. Forwards original to Human Resources.
Human Resources	5. Modifies HRMS. Makes copies and distributes <i>Graduate Assistant Resignation/Termination</i> form to: <ul style="list-style-type: none"> ▪ Payroll ▪ Graduate assistant file (original)
Dean/ Director	7. Copies and distributes <i>Graduate Assistant Resignation/Termination</i> form to department. Maintains a copy for dean/director area records.
Department	8. Copies and distributes form to graduate student. Maintains a copy for departmental records.
End of Process	

Special Notes: This document is intended as an overview to assist the end user in easily identifying the basic steps in the resignation/termination process for graduate assistants. For more detailed information, the end user should also consult the *Graduate Catalog* and the *Graduate Assistant Handbook*.

Graduate Assistants: Resignation/ Termination Process

The *Resignation/Termination Process* should be followed only if the student separates prior to the end of his/her appointment period. If the student serves the entire term appointment, it is not necessary to follow this process.

A resignation will not be processed without the student's signature. The signature may be on the *Graduate Assistant Resignation/Termination* form **or** on a letter of resignation submitted by the student **and** attached to the *Graduate Assistant Resignation/Termination* form.

A list of the documentation required to process a graduate assistant resignation/termination follows.

<u>Form/Document</u>	<u>Source</u>
<i>Graduate Assistant Resignation/Termination</i> form	http://eforms.siu.edu/siuforms/info/hro6002.html
Letter of resignation signed by the student (if the student is resigning and has not signed the <i>Graduate Assistant Resignation/Termination</i> form)	Student