

**ARTICLE II: EMPLOYMENT PRACTICES**  
**Section 8. Resignation and Removal of Employees**

**Policy 8.1: Removal of Departmental Chairpersons**  
**Issued: March 1, 2001**

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Chicago State University adheres to the procedure for the removal of a department chair provided in the BOT Regulations.

In a case where a Department Chair fails to fulfill her/his obligations as defined by the BOT. Regulations and University policy and is unwilling or unable to fulfill those obligations in accordance with the expectations of the Dean, the Dean will consult with the full-time department faculty regarding removal of the Chair. If, after this consultation, the Dean concludes that removal is necessary, the Dean will then make a recommendation for removal to the Provost. Alternatively, a recommendation for removal may be made by the department faculty to the Dean. Such a recommendation requires a 2/3 vote of the full-time faculty members in the department. The Dean may consult further with the department faculty and the chair, and will make a recommendation to the provost. By either initiative, the Provost will review the recommendation and make a recommendation to the University President. The President will make the decision on the removal of a Department Chair from office.

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**Policy 8.2: Separation of Employees**  
**Issued: May 1, 2001**

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1. When an employee notifies her/his department supervisor, either orally or in writing, that she/he is terminating her/his employment with the University, regardless of the reason, the employee will schedule an appointment with the Records Department in Human Resources to submit a Statement of Resignation, schedule an Exit Interview and receive instructions for completing the Separation Checklist. Upon receipt of the completed Separation Checklist to the Payroll Department and Human Resources, the final disposition of any payout will be processed.
2. It is the employee's responsibility to return all University materials itemized on the Separation Checklist and to obtain the proper signatures on the Checklist prior to her/his last day. Where items on the Checklist involving debts to the University have not been resolved, the Human Resources Office will notify Payroll to arrange for an appropriate offset and/or payroll check hold.
3. During the Exit Interview, any forms required by the Civil Service System and or Retirement System will be made available.