

Division of Student Affairs
Protocol for Resignation, Retirement or Transfer for USS and UPS Staff

- If an employee is applying for a different position or planning to retire from Fort Hays State University, the employee should have a conversation with their direct supervisor prior to submitting the application process.
- When an employee has made the decision to change their employment status, a conversation with their direct supervisor should be held within 24 hours.
- The supervisor should notify their AVP and VPSA in a timely fashion to determine the future communication within the Division of Student Affairs.
- The supervisor should work with the appropriate AVP to review the vacant position and discuss future staffing needs.
- A recommendation regarding the vacant position should be sent to the Vice President for Student Affairs for approval.

Adopted: September 15, 2011

Updated by SALT: June 23, 2022