

NOTIFICATION OF RESIGNATION



This form is to be COMPLETED BY THE STAFF MEMBER and ACKNOWLEDGED BY THE SUPERVISOR to notify the University of a staff member's intention to resign or retire.

Before submitting your resignation you will need to ensure you are providing adequate notice as outlined in Clause 10 of the Academic Staff and Teachers Enterprise Agreement 2023 and Clause 10 of the Professional Staff Enterprise Agreement 2023. Please discuss this in the first instance with your Supervisor. For more information on leaving the University of Newcastle, go to [Leaving the University](#).

We are interested in learning more about your experiences with the University of Newcastle and you are strongly encouraged to make a time with your [HR Business Partner](#) to participate in an exit interview.

1. STAFF MEMBER TO COMPLETE

Staff Number Uni ID Surname First Name

Correspondence Address

Email address for resignation related correspondence

Mail Address (If different to current University records)

Indicate the position/s from which you are resigning / retiring

Position 1 Organisational Unit

Employment Status

If part-time please insert hours below

Week 1	M	T	W	TH	F
Week 2	M	T	W	TH	F

Position 2

Organisational Unit

Employment Status

If part-time please insert hours below

Week 1	M	T	W	TH	F
	M	T	W	TH	F

I am or have been an EC member or delegate during the last 12 months and as such considered Key Management Personnel:

Yes No

If yes, I declare I have signed and returned a key management personnel declaration to CFO@newcastle.edu.au: Yes

I currently hold a DISP Clearance: Yes No

In accordance with my conditions of employment, I hereby from the above position(s) with the

University of Newcastle. My is to take effect from the close of business on:

Depending on the effective date of your resignation or retirement, final payments may take up to 5 working days. For further advice on your final payment, please contact Payroll Services on (02) 4033 9999.

For Superannuation matters, please contact the Superannuation Officer on extension (02) 4921 5259.

I understand that it is my responsibility to return all University of Newcastle property that has been issued to me during my employment and I am aware that I must complete the Separations/Transfer checklist that HR will send to me once in receipt of this resignation.

I have notified LeasePlan Salary Packaging of my cessation. Yes No

Signature

Date

NOTICE OF RESIGNATION

2. HONORARY APPOINTMENT (To be completed only if an Honorary Appointment is required)

Staff member is taking an honorary appointment following the cessation of employment.

To determine the appropriate honorary appointment category, refer to the [Honorary Academic Titles Schedule](#).

Honorary appointment to commence immediately following cessation or date to commence:

Honorary Category: Honorary Appointment Title:

College/Division:

School/Unit:

Primary Work Function:

Please provide cover email/document of current and future contributions, including updated CV and qualifications.

Please note that this form can only be used for honorary appointments to the same or lower level of the substantive role. Recommendations to appoint to a higher level must follow the Academic Promotions Policy and Procedure.

3. ACKNOWLEDGEMENT BY SUPERVISOR

I acknowledge the staff member has provided appropriate notice period as defined in the Enterprise Agreement.

I acknowledge the resignation effective from the close of business on the date above

I will arrange for the completion of the Separations/Transfers Checklist and forward it to Human Resource Services

I support an honorary appointment

Supervisor Comments

Supervisor Name

Supervisor Position Title

Supervisor Signature

Date

4. ACKNOWLEDGEMENT BY HEAD OF SCHOOL

I support an honorary appointment

Comments

Head of School

Head of School Signature

Date

5. ACKNOWLEDGEMENT AND APPROVAL BY PRO VICE-CHANCELLOR AND VICE-CHANCELLOR

I acknowledge resignation (required for all academic resignations)

I support an honorary appointment (required for all honorary appointments)

Pro Vice-Chancellor

Pro Vice-Chancellor Signature

Date

Level E Appointment

Pro Vice-Chancellor (Academic Excellence)

I support an honorary appointment

Pro Vice-Chancellor (Academic Excellence)

Pro Vice-Chancellor (Academic Excellent) Signature Date

Vice-Chancellor

Vice-Chancellor Signature

Date

 Please attach a copy of the Honorary Appointment Letter of Offer to enable processing.

Please forward this form to Human Resource Services as soon as possible to avoid overpayment of salary.

Information collected on this form will be recorded in the University's Human Resource database (Ascender) and on your electronic personnel file. The information will only be used for legitimate University purposes and we request this information in order to process your separation from the University. For further details on this form or to request an update to or correction of your information, please contact Human Resource Services on 02 4033 9999. The University undertakes to manage your personal information in accordance with the Privacy and Personal Information Protection Act NSW 1998 and the University's [Privacy Management Plan](#).

Email completed form with
supervisor acknowledgement

Return approved form to your HR
Client Services Advisor