

**University of California Office of the President
Academic Personnel**

TIMELINE FOR IMPLEMENTING THE PRESUMPTIVE RESIGNATION PROCESS UNDER APM - 700								
	<i>Open</i>	<i>Open</i>	<i>31 days after unauthorized LOA* start date is documented</i>	<i>0 to 30 days from date on written NOI**</i>	<i>31 to 60 days from date on written NOI</i>	<i>At least 61 days after date on written NOI, if no response from appointee</i>	<i>Up to 30 days after the date of separation</i>	<i>Up to 3 years after the date of separation</i>
Department Chair	Establish the start date of the leave of absence	Document efforts to contact the appointee						
Chancellor			Issue written notice of intent to presume resignation; copy Chair, Committee on Privilege & Tenure		With no response from faculty member or academic appointee, submit written notification of presumed resignation to Chair, Committee on Privilege & Tenure	Confirm presumed resignation with written notice of action presuming resignation, cease pay and benefits if appointee has not a) returned to academic duty or b) received approval for leave		
Chair, Committee on Privilege & Tenure					Respond in writing to Chancellor's notification of presumed resignation			
Academic Senate Faculty Member or Academic Appointee				Respond to written notice of intent and either a) return to academic duty or b) request and be approved for leave			Academic appointees (other than Senate faculty members) who are deemed to have resigned may request Step III-B hearing under APM - 140	Academic Senate faculty members who are deemed to have resigned may request hearing before division Committee on Privilege & Tenure under Senate Bylaw 337

* LOA = Leave of Absence

**NOI = Notice of Intent