

**APPENDIX S3**  
**PART-TIME FACULTY RESIGNATION/RETIREMENT FORM**  
**(Article 7 – Part-Time Faculty)**  
 Foothill-De Anza Community College District

In accordance with the terms and conditions of Article 7.32,

I, \_\_\_\_\_ hereby submit my notice of intent to resign  
 (print name)

from the District effective \_\_\_\_\_  
 Month Day Year

I am submitting my resignation for the following reason (check one):

- I am resigning my position** – *I understand this action terminates: a) my employment with the District; and b) all rights under Article 7, including any reemployment preference status I may have attained.*
- I am resigning my position and will request, as allowable for a non-Retiree under STRS/PERS, to terminate membership in STRS/PERS and request refund of contributions to STRS/PERS (i.e., “cashout”)** – *I understand this action terminates: a) my employment with the District; and b) all rights under Article 7, including any reemployment preference status I may have attained. I also understand that initiating this form does not constitute application for reimbursement of STRS/PERS contributions, and that I must contact STRS/PERS directly to initiate reimbursement.*
- I am resigning my position for the purpose of initiating benefits as a Retiree under STRS/PERS Defined Benefit Plan or STRS Cash Balance Plan.** *I understand that initiating this form does not constitute application for retirement; I must contact STRS/PERS directly to actually initiate my retirement benefit or distribution. I also request one of the options below:*
  - Separation from District employment under Article 7;** or,
  - Continued District employment under Article 7 as a STRS/PERS Retiree** – *I understand that STRS/PERS statutes require a 180-calendar-day-separation from service “waiting period” before returning to STRS/PERS-covered employment. I understand that failure to do so will affect my retirement benefit.*

\_\_\_\_\_  
 Signature of Faculty Employee CWID Date

Received by: \_\_\_\_\_  
 Division Signature Date

***This form must be submitted to the Division Dean or Division Assistant who shall then forward the original to the Campus Personnel Office for processing.***

CAMPUS PERSONNEL USE: