Faculty Separations

Carmen Shockley
Director of Academic Personnel Services
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August 18, 2014

AGENDA
- Resignation/Retirement
- Phased Retirement
- Modified Service
- Emeritus

RESIGNATION/RETIREMENT
- Need statement in writing from faculty
- To be binding, must be stated in present tense, not a statement of what is planned in the future
  - "I hereby resign effective..." rather than "I intend to resign..."
- Department chair or dean needs to accept the resignation/retirement in writing
RESIGNATION/RETIREMENT

- Notice and acceptance should be sent to the Provost's Office for the faculty personnel file
- If accepted, cannot be revoked at discretion of faculty
  - Revocation must be requested by the faculty member and can be either accepted or declined

EFFECTIVE DATES

- As a general rule, retirement or resignation date should be 8/31 (or 1/15)
- For retirement, an earlier date in the summer can be used if faculty wishes to begin participation in retiree insurance
- For resignation, the end date should be prior to starting at new institution
- Terminal Appointments will end 8/31

RESIGNATION

- Additional information needed for trend analysis and reporting:
  - Reason for resignation
  - Any secondary consideration
  - Faculty member's next destination
PHASED RETIREMENT
HOP 2-2410

- Facilitates the transition of a tenured faculty member into full retirement
- Should only be used when it benefits both the faculty and university
- Commitment of up to three years part time (25% or 50%) employment
  - May have unbalanced teaching load, i.e. all teaching in one semester and none in the next
  - Faculty member may elect to end agreement early and enter complete retirement

PHASED RETIREMENT

- Faculty member changes to retired status and relinquishes tenure
- May continue to hold endowment and receive proportional supplement amount
- Eligible for salary increases during PR period according to salary policy in effect
- Not eligible for Emeritus status until fully retired

MODIFIED SERVICE
HOP 2-2420

- Appointments for retired faculty
  - Should be in the best interest of the university
- Terms no longer than one academic year for no more than ½ FTE
- Should not be considered for summer assignments
EMERITUS
HOP 2-2430

- Based upon individual distinction and quality of contribution and service to the university
- Initiated and voted on by departmental governing body
- Dean may recommend emeritus status on currently held chair or professorship

EMERITUS

- Membership without vote in General Faculty and college/department faculties
- May serve on graduate committees subject to approval from Graduate Studies
- May serve as PI on research grants subject to approval from the Office of Sponsored Projects

QUESTIONS?