Procedure for the Separation of Tenure Track Faculty

Including Faculty Ending FERP

Faculty submits letter of separation or email to their Dean with copies to their Administrative Manager (AM) and department.
*For faculty completing their 5-year FERP appointment, an acknowledgement letter of the FERP completion will be sent from Faculty Affairs to the separating faculty and copied to the AM.

The AM forwards Separation Initiation Form and separation letter or printed email to Faculty Affairs Administrative Assistant (AA).

AM provides "Campus Clearance Form" to terminating Faculty member and coordinates the clearance process.

AA forwards separation letter or email and Separation Initiation Form to Vice Provost.

AM works with Faculty member to obtain clearance signatures. As final signature step, the Faculty member takes the clearance form for the final clearance signatures to Customer Services and Payroll and Benefits.
The School Offices are responsible for ensuring that the Campus Clearance process is completed.

Faculty Affairs Exit Interview Process Initiated (New process, implementation TBD)

Vice Provost reviews separation letter, initials as acknowledgement of reviewing the document and returns to AA with notification to prepare separation acknowledgement letter for the President's signature.

Upon receipt of the final clearance signatures, the Faculty member signs the document and returns it to the AM.
If all clearances have been completed via email and the Faculty member is not available to sign the document, an email acknowledgement from the departing employee must be attached in lieu of a signature.

AA prepares respective separation acknowledgement letter, obtains signature and mails letter with "Benefit Summary Information for Departing Employees". *(If applicable)*

AA updates the Change of Status (COS) to include this separation for entry into PeopleSoft.
AA adds name to an audit list for tracking of receipt of Campus Clearance Forms.

The AM forwards the clearance documents to the AA in Faculty Affairs. The AA notes receipt on the COS and files into the respective Personnel Action File.
If it is determined that a Clearance Form has not been received for a terminating faculty member or the Clearance Form is received incomplete, the respective Administrative Manager will be notified for follow-up.

Faculty Affairs Analyst enters termination into PeopleSoft from Change of Status.