

Academic Personnel Separations

Academic Human Resources, 2016

Agenda

- why academic personnel separate
- steps to take
- reemployment
- resources/contacts

Why Academic Personnel Separate

Common Reasons

- retire
- resign
- appointment term ends
- not reappointed/non-renewed



Special Circumstances

- denied mandatory promotion
- other

Steps to Take for Common Separation Reasons

1, 2, 3...

Step 1

Collect Documentation



- retirement letter
 - and emeritus paperwork if applicable
- resignation letter
 - if possible, get info about faculty member's reason for leaving, and information regarding new employment (position/title and new employer)
- non-renewal notice

Step 2



Update Payroll System

- separate in OPUS
- use most appropriate separation reason

Leaving appointments inactive will cause separation by the system with incorrect date. Also could cause benefits issues, faculty census issues, etc.

Step 3

Send Documentation to AHR



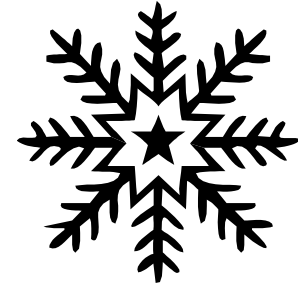
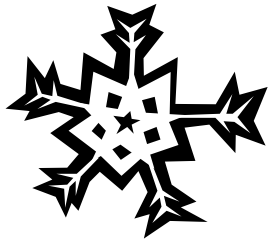
- AHR keeps official files
 - All separation documents need to be included
 - Unless given to AHR by units, it will not be on file
- AHR data will be used for populating Workday, so our data needs to be as complete & accurate as possible

Step 4



Contact ISO for **ALL** Visa-related separations

- ISO needs to be aware of separations for faculty/academic staff on visas sponsored by UW
- ISO may be able to advise on policies/procedures related to the end of visa sponsorship



Special Circumstances



Denied Promotion

Only applies to faculty with mandatory promotion/tenure review timelines

- faculty member will get 1 additional academic year in their position
- faculty who are denied promotion cannot be rehired as faculty at UW

– so, if the faculty member resigns before denial decision is made, they may be eligible for another faculty position such as Senior Lecturer



Other Special Circumstances

Contact AHR if there are other issues that may lead to separation

- 25-71 process
- leave issues
- etc.



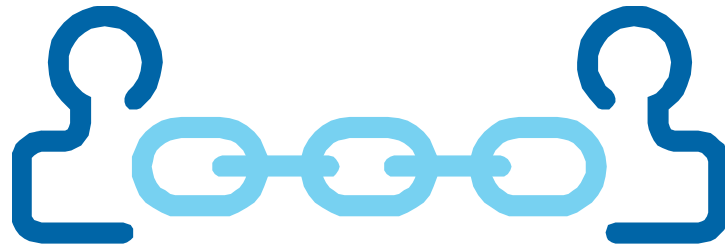
Reemployment



Reemployment – Clinical/Affiliate

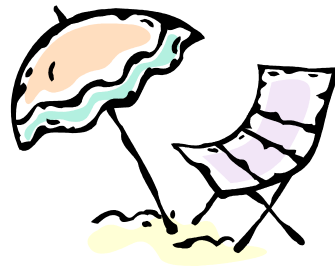
If a faculty member has resigned and is retaining an affiliate or clinical courtesy title

- they must still be separated in OPUS
- paperwork for new title must be sent to AHR



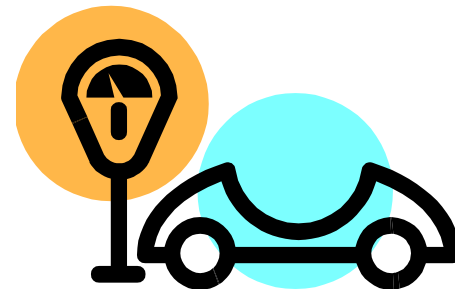
Reemployment – Retirees

- reemployment is limited to 40% of FTE at retirement
- unit determines the faculty member's duties, space, etc.
 - faculty reemployed with state funds must engage in teaching
- must be hired using a retiree job code



Resources/Contacts

- Benefits office - health insurance, retirement accounts, etc.
- UW Retirement Association (UWRA) - other retiree “benefits” (parking, library privileges, etc.)
- AHR: retiree job codes, reemployment, etc.
- ISO: visa policies/procedures





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