Academic Personnel Terminations (Separations)

Academic Human Resources, 2018
Why Academic Personnel Terminate

Common Reasons

• Retirement – if paid by UW
• Resignation
• Appointment term ends
• Not reappointed/non-renewed
• Involuntary – For Cause
Resignations

• Faculty have a professional obligation to give written notice as soon as possible; normally 3 months prior to last day, or within 15 days of notification of reappointment, whichever occurs later. It is preferred that the last day be the end of the academic year.

• The letter should state the following:
  – Reason for Leaving
  – Official Resignation Date
  – If New Place of Employment:
    ▪ Name of New Employer
    ▪ What Title Will be Held
    ▪ Location

• When you receive a resignation, either written or verbal, please acknowledge the resignation in writing within fifteen (15) days.
Attach the appropriate documentation in W.D.

• Resignation letter for voluntary separations of permanent faculty, or anyone that is resigning before the end of their appointment term.

• For retirements, we need notice of intent to retire.
Contact the International Scholars Operations for **ALL** Visa-related questions

- ISO may be able to advise on policies/procedures related to UW-visa sponsorship (if they arise).
- ISO 206 685-8847;  [Acadvisa@uw.edu](mailto:Acadvisa@uw.edu)
Termination Due to Loss of Funding

- Loss of funding is not a reason for termination unless it meets the conditions set out in Faculty Code Chapter 24-41, section J: http://www.washington.edu/admin/rules/policies/FCG/FCCH24.html
- Contact Academic Human Resources if you are considering termination due to loss of funding.
Lecturers Part-time: End Appointment or Hiatus?

• If a Lecturer Part-Time –Temporary is not scheduled to teach in the Autumn, Winter or Spring quarter; you should terminate their appointment: **End Academic Appointment**\textgreater **End Academic Appointment**\textgreater **End of Term Appointment**.

• If a Lecturer Part-time –Temporary is scheduled to teach in the Spring and the Autumn, but not the Summer in-between, you should put them on **Summer Hiatus**: Use the **EIB process** or if after the EIB deadline use: **Time and Leave**\textgreater **Enter Absence**\textgreater **LOA – Academic Summer Hiatus Leave**
Resources/Contacts

• Total Benefits - health insurance, retirement accounts, etc. All benefits questions need to be referred to the benefits unit.
  http://hr.uw.edu/benefits/

• UW Retirement Association – They can answer questions about library privileges and parking benefits.
  http://www.washington.edu/uwra/
Thank you for your time! For more information...

Visit AHR online http://ap.washington.edu/ahr/
Visit ISC online https://isc.uw.edu/