

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

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.



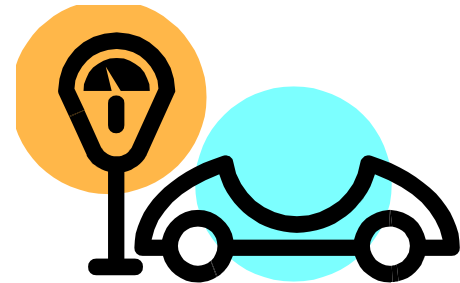
Lecturers Part-time: End Appointment or Hiatus?

- 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>End Academic Appointment>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>Enter Absence>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/>