

## Separation of Employment Guidelines for FACULTY

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The below guidelines seek to provide clarification for faculty and administrators in regards to separation of employment for faculty members. Some situations are unique and if questions arise about the correct action to take in reporting and processing separations of employment please reach out to the Provost Office at [provost@uidaho.edu](mailto:provost@uidaho.edu)

### Separation of Employment

Faculty Staff Handbook **Chapter 3, Section 3.9** addresses multiple considerations around separation of employment. Additionally, Faculty Staff Handbook Policy 1565 provides information on Emeriti Faculty eligibility, rights, privileges, and responsibilities.

Below are applicable sections to voluntary and involuntary separations of employment for faculty:

- Non-Reappointment at end of Contract of Non-Tenured Faculty and Exempt Staff: (FSH 3900) <https://www.webpages.uidaho.edu/fsh/3900.html>
- Dismissal and Discipline of Faculty: (FSH 3910) <https://www.webpages.uidaho.edu/fsh/3910.html>
- Resignations: (FSH 3940) <https://www.webpages.uidaho.edu/fsh/3940.html>
- Notice to Human Resources of Employee Separations: (FSH 3950) <https://www.webpages.uidaho.edu/fsh/3950.html>
- Financial Exigency Policy and Staff-Reduction Procedures: (FSH 3970) <https://www.webpages.uidaho.edu/fsh/3970.html>
- Academic Ranks and Responsibilities – Emeriti: (FSH 1565-E) <https://www.webpages.uidaho.edu/fsh/1565.html>

Any faculty member who plans to retire should refer to Retirement Privileges and Programs (FSH 3730) <https://www.webpages.uidaho.edu/fsh/3730.html> and contact Human Resources, Benefit Services at [benefits@uidaho.edu](mailto:benefits@uidaho.edu)

Please note that regardless of a faculty member's academic or fiscal year contract an administrator must accept the resignation date that a faculty member provides to them. Faculty members are encouraged to work with benefit services to ensure a seamless transition of benefits and to give notice of resignation with as much advanced notice as possible. This will allow for coordination within the college/unit to minimize the impact on colleagues and students. This is in accordance with the expectations outlined in University Ethics (FSH 3170 A) <https://www.webpages.uidaho.edu/fsh/3170.html>, which states *"When considering the interruption or termination of their service, they recognize the effect of their decisions upon the programs of the institution and give due notice of their intentions."*