

Notification for Faculty Separations and Emeriti Processing

1. Employee

Faculty member notifies department level supervisor of intent to separate from the University and provides written documentation (e-mail is sufficient) including the effective date.

2. Unit Level

Department level supervisor accepts the employee's notification to separate from the University by responding in writing (e-mail is sufficient) confirming the effective date for the end of employment. The department level supervisor then sends the employee separation notice and acknowledgement to the dean's office.

3. College Level

Upon receiving the notice of separation documentation, the supervisor and/or dean's assistant reviews if the faculty member meets emeriti eligibility requirements ([FSH 1565.E-1](#)). Next, consult with the dean and unit administrator on how to proceed with one of the options below.

Note: The Office of the Provost & EVP requests that the unit and college provide documentation indicating if there is support for emeritus status due to some privileges identified in FSH1565 E-1 that are at the discretion of the dean.

➤ *If the faculty member **does not** meet the minimum emeritus eligibility requirements identified in 1565 E-1:*

- A) Route the faculty members separation notice with the department and college acknowledgement to provost@uidaho.edu for records. Emeritus status is not processed.

OR

- B) If the unit and college deem an exceptional circumstance warranting a suspension of the eligibility rules and would like to request **an exception to award** emeritus status, submit a request to the Office of the Provost & EVP via e-mail at provost@uidaho.edu. In the request include the unit and college level support for emeritus status and the rationale warranting an exception. A review will be conducted by the Provost, Senate Chair, Vice Chair and Faculty Secretary.

➤ *If the faculty member **does** meet the minimum emeritus eligibility requirements identified in 1565 E-1:*

- A) Route the following to provost@uidaho.edu: 1) the faculty members separation notice with the department and college the unit administrator acknowledgement and 2) the support for recommending emeritus status.

OR

- B) If the unit and college deem an exceptional circumstance warranting a suspension of the eligibility rules and request an exception to **not award** emeritus status, submit a request to the Office of the Provost & EVP at provost@uidaho.edu. In the request include the rationale for not recommending emeritus status. A review will be conducted by the Provost, Senate Chair, Vice Chair and Faculty Secretary.

Faculty Separation Acknowledgement Sample

[Date]

Employee Name

Employee Email

It is with regret that I accept your retirement/resignation as a faculty member in the Department of [X], effective [Month day, year]. Thank you for meeting with me to discuss any implications of grants, projects, activities, and/or obligations that we can work through as you make this transition. I understand that you intend to keep this announcement confidential until [date] which allows us the necessary time to address the transition. [If applicable] I recommend support for an appointment as emeritus/a faculty, per the University of Idaho Faculty Staff Handbook 1565 E.

Regards,

Dean X

College/Unit

cc: Office of the Provost and Executive Vice President
Office of Sponsored Projects (if applicable)