

Notification for Faculty Separations and Emeriti Processing

- 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.
- Department level supervisor sends employee notice and direct supervisor acknowledgement to the dean's office.
- Upon receiving documentation, the supervisor and/or dean's assistant reviews if faculty member meets emeriti eligibility requirements ([FSH 1565.E-1.](#)) and then consults with dean and unit administrator regarding proceeding with path A or B below.
 - A) If the faculty member does not meet the minimum emeritus eligibility requirements identified in 1565 E-1, proceed in routing the faculty members notice with the department and college acknowledgement of that to provost@uidaho.edu for records.
 - B) If the faculty member **does** meet the minimum emeritus eligibility requirements, the unit administrator and dean provide written documentation to provost@uidaho.edu indicating support for recommending emeritus status. If it is not recommended it is mandatory to include the rationale that led to that determination for Provost level review.

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)