

Notification for University 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. If emeriti status is being requested, include in the separation notification or request at a later date.

2. Unit Level

Department level supervisor acknowledges 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. If the faculty member has requested emeriti status, it is typical for the department level supervisor to indicate if the emeriti appointment is supported. The department level supervisor then sends documentation submitted by the faculty member and the department response to the dean's office.

3. College Level

Upon receiving the notice of separation documentation, the college level supervisor provides a response acknowledging the separation with the effective date. If emeriti status is requested, the college level supervisor includes in their response if the emeritus appointment is supported. Documentation from items #1-3 above are sent to the Provost Office at provost@uidaho.edu.

Per [FSH 1565](#). If a faculty member who is eligible for emeritus status under section E-2 does not request consideration for emeritus status in the resignation letter, then their college or department will send a notice to the faculty member asking if they wish to request emeritus status. The college or department will send a similar notice to any eligible faculty who receives a terminal contract due to program closure or similar circumstances.

***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 FSH 1565 E-4 that are at the discretion of the dean.*

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)