

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

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)