Faculty and Executive and Senior Administrative University Staff Resignation and Retirement Notice

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Applies to:
Individuals who hold primary appointments in the School of Medicine. in the following categories: full-time tenured or tenure-track faculty in the professorial ranks; full-time academic and administrative and professional non-tenure track faculty, and Executive and Senior Administrative University Staff.

Reason for Policy:
Provides guidance regarding the notification to the School of Medicine of a faculty or staff member's intent to resign or retire from their appointment. While all University faculty are governed by the University's policy on resignation and retirement, the following states specific requirements for timely notice that enable the School of Medicine to plan for the continuity of patient care, teaching, and externally funded research projects, as well as the transfer of administrative responsibilities.

Definition:
Academic non-tenure-track faculty: Academic non-tenure-track faculty may hold any of the academic or professorial ranks (lecturer, instructor, assistant professor, associate professor and professor) provided they possess the requisite degree requirements, years of experience and level of responsibility.

Administrative and professional non-tenure-track faculty: Administrative and professional non-tenure-track faculty normally hold the academic rank of lecturer and a functional title (e.g., lecturer and assistant dean of students).

Executive & Senior Administrative (E&SA) University Staff: University staff employees on limited term appointments having significant administrative responsibilities and duties and exercising considerable independent discretion, and having the ability to commit the University to a long term course of action.

Full-time appointment: For the purposes of this policy, 80% effort or more.

Tenure/tenure-track professorial ranks: The ranks of assistant professor, associate professor, and professor.

Policy Statement:
Any faculty or E&SA staff member who intends to resign, retire, or transfer to another position within the University must provide that intent in writing, as described below. Any faculty member who would otherwise be eligible for a financial incentive will not be eligible for an incentive distribution if he or she is resigning or retiring and has not provided notice in accordance with this policy.

Faculty or staff with clinical responsibilities who intend to resign or retire from their faculty appointment shall indicate their intention in writing to their department chair as soon as possible but at least six months prior to the date of their stated last date of employment.

Faculty or staff without clinical responsibilities or E&SA staff planning to resign or retire shall give written notice of resignation to their supervisor as far in advance as reasonably possible but at least one month prior to their stated last date of employment.

Notice of resignation or retirement by any faculty or E&SA staff member will be accepted in writing by the department chair or immediate supervisor, as appropriate. Once notice of resignation or retirement is accepted, it may not be rescinded except with the written approval of both the supervisor and the Vice President and Dean.

Faculty who are resigning or retiring and transferring grants to another institution or to another investigator should consider providing additional notice to promote the continuity of funding.

Related Policies and Documents:
University Policy on Faculty Resignation and Retirement Notice
https://etg07.itc.virginia.edu/policy/policydisplay?id=HRM-004

Terms and Conditions of University Staff Employment
https://policy.itc.virginia.edu/policy/policydisplay?id=HRM-021

Retirement Programs, University of Virginia Human Resources, available at: http://www.hrs.virginia.edu/benefits/facpreret.html.

Termination Programs, University of Virginia Human Resources, available at: http://www.hr.virginia.edu/ (Click on "HR For You" and select the appropriate category of benefits.)

Va. Code 51.1-124.3. Definitions pertaining to retirement available at: http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+51.1-124.3

Clinical Faculty Remuneration Policy
http://www.medicine.virginia.edu/administration/office-of-the-dean/administration/school-policies/Clinical-Faculty-Remuneration-Policy---May-2007-REV-.pdf

Basic Science Incentive Plan
http://www.medicine.virginia.edu/administration/office-of-the-dean/administration/school-policies/BSIP.pdf

Quarterly Payment of Clinical Faculty Incentives
http://www.medicine.virginia.edu/administration/office-of-the-dean/administration/school-policies/Quarterly-payment-of-clinical-faculty-incentives-REV-Jan-2006-.pdf

HSF clinical faculty hired before August 1, 1985 refer to the Clinicians Retirement Plan(http://www.medicine.virginia.edu/administration/office-of-the-dean/administration/school-policies/hsf-clinicians-retirement-income-plan) and contact HSF HR at (434) 972-4288.

HSF clinical faculty hired on or after August 1, 1985, refer to the Clinicians Supplemental Retirement Plan (http://www.medicine.virginia.edu/administration/office-of-the-dean/administration/school-policies/hsf-clinicians-supplemental-retirement-plan) and contact HSF HR at (434) 972-4288.

Next Scheduled Review: July 2013

Revision history: This is the first version of this policy.