

VI-26
SEPARATIONS FROM THE UNIVERSITY
(Revised 4/24)

Resignation or Retirement

Senate Faculty

A faculty member may only resign or retire as of the end of an academic quarter (pay end date of October 31, February 28 or June 30). Faculty should strive to notify the department as far in advance as possible of the separation. It is preferable that the notification be done in writing. The department must provide notice of the separation to the appropriate Dean's office and to Academic Personnel.

In cases of resignation, the voluntary termination transaction must be initiated in UCPATH by the department. In cases of retirement of an Associate or full Professor or Associate or full Teaching Professor, the faculty member attains emeriti status immediately upon retirement. The retirement transaction and establishment into emeriti status should be initiated by the department following the instructions in Resources for Department Analysts > UCPATH on the Academic Personnel website at <http://ap.ucsb.edu/>.

All other academic employees

Academic year employees may only resign or retire as of the end of an academic quarter, using the appropriate pay period end dates dependent on the employee's 9/9 or 9/12 status. Fiscal year employees may resign or retire at any time. The department is responsible for entering the termination of the job or the separation from the University into the payroll system.

Death

When a current academic employee or emeritus faculty member dies, the department should notify the appropriate offices in a timely manner following the procedures below. This ensures proper dispersal of benefits to survivors and it enables agencies to keep their records up-to-date. It also allows the Chancellor to publicly recognize the individual's service to the campus, and in memory of service, the campus flag will be lowered.

Procedures:

1. Notify the Chancellor, Associate Vice Chancellor for Academic Personnel and the Vice Chancellor for Administrative Services and supply a brief biography which includes:
 - a. Full name, title, and department
 - b. Date of birth
 - c. Date of death
 - d. Name and address of next of kin
 - e. Length of service to the university

2. The department initiates the UCPATH involuntary termination transaction.