Angelo State University
Operating Policy and Procedure

OP 06.09: **Faculty Departure Notification Procedure**

DATE: March 10, 2012

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to ensure understanding and a standardized approach to faculty departure notification procedure.

REVIEW: This OP will be reviewed in March of even-numbered years by the vice provost for academic affairs and Faculty Senate with recommended revisions presented to the provost and vice president for academic affairs and then to the president by April 15.

POLICY/PROCEDURE

The following procedure should be followed for tenured and tenure-track faculty, visiting faculty, instructors, and lecturers paid in whole or in part from faculty salaries.

1. The faculty member should notify the department chair of intention to terminate as early in the year as possible.

2. The department chair will notify the dean and request continuance or termination of the anticipated position vacancy. The department chair will initiate an electronic *Personnel Action Form* (ePAF) for the incumbent. Reason for departure (retirement, resignation, terminal appointment) is to be indicated on the form.

3. The dean will:
   a. Process the change of status; and
   b. Notify the Office of Human Resources and PVPAA.

4. The Office of the PVPAA will review the ePAF for the terminating faculty member and forward the ePAF to the Office of Human Resources for processing.

5. The dean will counsel with the PVPAA and department chair regarding:
   a. Replacement or allocation changes; and
   b. Level of employment or replacement, if any.

6. Unless approved by the dean and PVPAA, a terminating faculty member may not teach either summer session prior to departure.

7. Procedures for the employment process for faculty, including replacements, are outlined in OP 06.04.