

University of Louisville School of Medicine

Material Required for Resignation, Retirement, Notice of Non-Renewal of Term Contract, Expiration of Appointment, Phased Retirement, Division/Section Chief or Emeritus Appointment

Name

Title and Department

Forwarding Address

City _____ State _____ Zip _____

Check all that apply

Please note: Effective date of action is next day after last day worked

Resignation Retirement Notice of Non-Renewal of Term Contract Expiration of Appt
Phased Retirement Emeritus Appointment Gratis Appointment Division/Section Chief

Resignation

P-103 - Include JDC numbers for each PCN affected by current action and division/section chief title (if applicable)
Letter of resignation from faculty member
Letter from Chair to Dean - include reason for resignation (if gratis appointment requested, include in letter)

Retirement

P-103 - Include JDC numbers for each PCN affected by current action and division/section chief title (if applicable)
Letter from faculty member concerning retirement
Letter from Chair to Dean - state this is a retirement, i.e. faculty member qualifies for University retirement benefits

Division/Section Chief Termination

P103
Letter from Chair to Dean
Copy of notification from Chair to Faculty advising them of termination from this leadership role

Expiration of Term Appointment

Step 1: Notice of Non-Renewal of Term Contract

Department Chair verbally notifies faculty member of non-renewal of term contract a minimum of 4 months prior to end of contract
Department Chair drafts letter to Dean recommending non-renewal and states date that faculty member was verbally notified. Letter should be sent to Office of Faculty Affairs or emailed to ron.paul@louisville.edu.
Office of Faculty Affairs prepares and sends notice of non-renewal to faculty member copying Chair

Step 2: Expiration of Appointment triptych submitted

P-103 -Include JDC numbers for each PCN affected by current action and division/section chief title (if applicable)
Copy of Chair's letter to Dean recommending non-renewal of appointment
Copy of Dean's non-renewal notice to faculty member (result of step 1)

Phased Retirement

P-103 (Indicate this is a Phased Retirement - must retire in order to qualify for phased retirement)
Include PAR and/or JDC numbers for each PCN affected by current action (if known)
Phased Retirement contract
Letter from Chair to Dean addressing work assignment based on FTE

If Emeritus Appointment Requested at Retirement - Include:

Faculty must be advanced rank

Reason for Emeritus Appointment
Ballot for Emeritus appointment of retiring Full-time Faculty
1 Curriculum Vitae

If Gratis Appointment Requested at Resignation/Retirement - Include:

Gratis Application
1 Curriculum Vitae