

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

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 notice of non-renewal

Expiration of Appointment

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

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
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