

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

____ 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