

Process for Faculty Separation

Faculty member's responsibility

A faculty member who intends to resign or retire from his/her position at UTSA will submit a letter with their intent to their respective department chair. The letter must include the effective date of his/her separation. Typically, the effective date would coincide with the end of the semester for which they are appointed. Faculty should be notified that if they use any other date instead of the end of semester, the university can choose to modify that date so it is not disruptive to the university's business, and should the university accept a date other than the end of the semester, the separating faculty member's benefits may be affected. Upon confirming separation of employment with UTSA, it will be the faculty member's responsibility to complete the following before the effective date of his/her separation from UTSA ([HOP 4.14](#)):

1. Return all university owned property to his/her respective department including, but not limited to keys, university identification cards, cell phones, computers, and library books.
2. Make an appointment with the People Excellence (HR)---Employee Services department to discuss address changes as well as benefits options to continue health insurance coverage through the COBRA plan (if not eligible for retiree insurance).
3. Settle any outstanding debts or other financial obligations, to include, but not limited to library fines and parking fines.
4. Ensure all obligations are met. Principal Investigators must officially arrange for the proper handling of all sponsored programs and compliance protocols involving human subjects and animals and return data on a sponsored program.

Department Chair's responsibility

The department chair will accept the separation letter and acknowledge with a brief memo addressed to the Dean and confirm or establish the effective date of the separation. If the reason for leaving is not noted in the faculty member's letter but is expressed to the department chair, the department chair should include this information in the memo. The information is used to correctly code the reason for leaving UTSA. The faculty member's letter of separation and the department chair's acceptance memo will be forwarded to the Dean's Office.

In the event of a faculty member's death or involuntary termination, the department chair is responsible for beginning the separation acknowledgment process. A brief memo with the faculty member's information and date of separation, as established by People Excellence, will be forwarded to the Dean's Office and follow the same approval routing.

[Link](#) to template memo for Department Chair to Faculty Member

Dean's responsibility

The Dean will acknowledge receipt and approval of the separation with a formal letter and or memo addressed to Dr. Heather Shipley, Senior Vice Provost of Academic Affairs. The Dean's Office will forward all documents to vpaa.facrec@utsa.edu

[Link](#) to template memo for Dean to Academic Affairs.

VPAA responsibility

Once the paperwork is received in VPAA, the Senior Vice Provost will review/approve the document and notify the Dean's Office.

A member of the Faculty Success staff will be in contact with the faculty member that is separating from UTSA to schedule an exit interview.

Department administrative staff responsibility

The Dean's Office should notify the department administrative assistant who will then end the faculty member's assignment in PeopleSoft as well as contact Employee Services. The department administrative assistant will complete the separation procedures outlined on the People Excellence [website](#).