

## Faculty Resignation and Retirement Notice

**Effective Date** Monday, January 8, 2007

**Status** Final

**Last Revised** Tuesday, July 20, 2021

**Policy Type** [University](#)

**Contact Office**

[Executive Vice President and Provost \(Office of the\)](#)

**Oversight Executive**

[Executive Vice President and Provost](#)

**Applies To**

Academic Division The College at Wise

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**Reason for Policy**

Provides guidance regarding the proper notification to the University of a faculty member's intent to resign or retire.

**Definition of Terms**

**Terms**

There are no terms that require definition.

**Policy Statement**

A faculty member who intends to resign or retire from his/her position must provide that intent in writing to the immediate supervisor or department chair, respectively.

**1. Resignation:**

Members of the teaching faculty who do not intend to return to the University for the upcoming academic year are expected to indicate their intention in writing to their dean or department chair as soon as possible, generally between October 1<sup>st</sup> through May 1<sup>st</sup>, but no later than May 15<sup>th</sup> of the academic year in which he or she intends to resign.

Members of the administrative and professional faculty and other 12-month non-teaching faculty wishing to resign are expected to give written notice of resignation as far in advance as reasonably possible. One month is generally the minimum acceptable notice for such faculty provided the proposed resignation date is accepted by the immediate supervisor and responsible dean or other manager.

Offers of resignation should be made in writing prior to the expiration of an existing appointment and accepted in writing by the immediate supervisor, responsible dean, department head and/or vice president. Once an offer of resignation is accepted, it may not be rescinded except with the written approval of both the responsible dean and/or the vice president.

## 2. **Retirement:**

A teaching faculty member who wishes to retire should inform the department chair, dean and the vice president and provost in writing by March 1 of the year in which retirement is planned.

A member of the administrative and professional faculty or other 12-month non-teaching faculty who wishes to retire should inform the immediate supervisor and responsible dean or other manager in writing as soon as possible in the year in which retirement is planned.

## 3. **Compliance with Policy:**

Failure to comply with the requirements of this policy may result in disciplinary action up to and including termination in accordance with relevant University policies.

Questions about this policy should be directed to the [Office of the Executive Vice President and Provost](#).

### **Related Information**

University of Virginia Board of Visitors, Meeting Minutes - May 29, 1987.

[Optional Retirement Plan \(ORP\) Pre-Retirement Guide](#)

[Virginia Retirement System \(VRS\) Pre-Retirement Guide](#)

[Medical Center Retirement Plan \(MCRP\) Pre-Retirement Guide](#)

Va. Code 51.1-124.3. [Definitions pertaining to retirement.](#)

**Major Category** [Human Resource Management](#)

**Next Scheduled Review** Friday, January 8, 2010

**Revision History** Added Compliance section 7/20/21.

**Applies To Text**

Academic Division and the College at Wise.

**Supersedes Policy Text**

Office of the Vice President and Provost, Faculty Policies, Retirement.

**Last modified** February 5, 2024 - 3:07pm

**Approved By** Executive Vice President and Chief Operating Officer

**Approved Date** January 8, 2007 - 12:00pm