

SOP for Faculty Resignations & Retirements

Updated 10/15/2021

Overview:

Faculty members announcing their intent to resign or retire will notify their Department Chair. It is the Department Chair's responsibility to direct the faculty member to follow the below instructions and comply with accompanying Administrative and Governing Regulations. Notice of resignation should be given early enough to reduce serious inconvenience to the University.

Process for Resignations:

1. Appropriate advance notice is required in order to comply with Governing Regulation Part X, Conditions Affecting Employment.
 - a. Written notice of no less than 3 months before the end of their duties during the academic year is required of an individual at the rank of Instructor or Assistant Professor
 - b. Written notice of no less than 4 months before the end of their duties during the academic year is required of an individual at the rank of Associate Professor or Professor
 - c. Notice shorter than these regulations may be approved by the Dean upon recommendation of the Department Chair. If approved, the employee will remain in good standing.
2. The Department Chair will advise the faculty member to submit a resignation letter to the Faculty & HR Administrator.
3. The Faculty & HR Administrator will notify the Dean and Associate Dean for Faculty Advancement via email and will attach the required letter to the Dean for approval.
4. After receiving an approval memo from the Dean, the Office of Faculty Advancement (OFA) staff will process the resignation board action in the Faculty Database and will submit the letters to the Provost's office via the Faculty Resource Coordinator for approval at the next BOT meeting.

Resources for Resignations

[Governing Regulation Part X, Regulations Affecting Employment](#)

Process for Retirements

1. Faculty member will verify eligibility for retirement health benefits through UK's retirement office.
2. Faculty member will submit a brief letter stating their intent to retire with their last working day to their Department Chair.
 - a. Written notice of no less than one semester is required from faculty members intending to retire.
 - b. Notice shorter than these regulations may be approved by the Dean upon recommendation of the Department Chair. If approved, the employee will remain in good standing.
3. Department Chair will send a copy of the letter to the Dean, Associate Dean for Faculty Advancement, Dean of Operations and Faculty Administrator.
4. The Dean will review and approve the retirement request, providing a memo of approval
5. The Faculty Administrator will send the approved retirement letter to the Employee Benefits office.
6. A copy of the written notice is placed in the Standard Personnel File (SPF) by OFA staff.
7. OFA staff will process a retirement board action into the Faculty Database and submit the letter to the Provost's office via the Faculty Resource Coordinator for approval at the next BOT meeting.
8. Faculty who are eligible and wish to request Phased Retirement will follow Administrative Regulation 3.2. Note the program is available to all full-time faculty who have completed fifteen (15) years of full-time service (in accordance with AR 3:1) at the University of Kentucky and who are age sixty (60) or older by

the commencement of their phased retirement. Such requests are only granted if also in the best interests of the College and University.

Resources for Retirements

[Administrative Regulation 3:1, Retirement Phased Retirement](#)

