**TERMINATIONS – FACULTY**
**BU-PP 733**

I. POLICY

A. The Faculty Personnel Termination (FPT) (BU-PP 733A-DC) shall be initiated when an employer-employee relationship is discontinued for the following reasons:

1. Faculty resignation

2. University termination

3. Official retirement (BU-PP 600) - A faculty member will be paid for actual time worked

4. Death - Payment to the faculty member's estate will be made for the faculty member's actual time worked

B. A faculty member's final paycheck will not be released by the Personnel/Payroll Office until all termination processing is completed

II. PROCEDURE

A. The Department Head will:

1. Prepare the Faculty Personnel Termination (FPT) (BU-PP 733A-DC) upon determination that faculty member will not return for the next academic period,

2. Prepare an Authorization of New/Replacement Faculty Position (AFP) requesting replacement of the faculty member or abolishment of the position, and

3. Forward the FPT and AFP to the appropriate Academic Dean.

B. Academic Dean will:

1. Review requested action,

2. Sign and date FPT and AFP, and

3. Forward approved FPT and AFP to Vice President for Academic Affairs.

C. Vice President for Academic Affairs will:

1. Review requested action,

2. Sign and date FPT and AFP,

3. Forward FPT to Personnel Services & AA/EEO Office, and

4. Process AFP in accordance with BU-PP 110.

D. Upon notification of a faculty member's termination, Personnel Services & AA/EEO Office will prepare and forward Termination Processing Form (TPF) (BU- PP 733C) to the terminating faculty member for completion.

E. Terminating faculty member will:

1. Upon receipt of Termination Processing Form (TPF), be responsible for:

   a. Returning I.D. card(s), Prescription Drug Program card(s),to Personnel Services Office & AA/EEO Office unless previous arrangement has been made through the Personnel Benefits Office and return keys, uniforms and any other University property to the appropriate department,

   b. Returning library books to the appropriate University libraries,

   c. Paying or making arrangements to pay any indebtedness owed to the University or related entity, and

   d. Coordinating termination with the Student Financial Aid Office if faculty member, faculty member's spouse and/or faculty member's dependents are receiving tuition allowances through the personnel tuition scholarship program.

2. By the final work day or by Friday for a faculty member whose final work day falls on Saturday or Sunday, be responsible for:

   a. Returning completed Termination Processing Form (TPF) and ID card(s) to Personnel Services & AA/EEO Office,

   b. Cleaning laboratory/workplace and,

   c. Insuring that any hazardous materials are properly labeled,

   d. Removing Baylor parking decal(s),

   e. Coordinating with Personnel Benefits Office regarding any actions concerning retirement funds, if applicable, and

   f. Coordinating with Personnel Benefits Office the conversion from Baylor's group insurance to independent coverage, if desired, and returning Prescription Drug Program card(s).

F. The Personnel/Payroll Office will, upon completion of all required clearance actions by the faculty member:

1. Mail final paycheck to the forwarding address indicated on the TPF or hold the final paycheck in the Payroll Office to be released on the next regularly scheduled pay date, as directed by the faculty member, and

2. Mail W-2 Forms to the forwarding address indicated on the TPF.