



*Please complete when submitting a termination (all items required).*

**Name:**

**Termination Date:**

**Retroactive termination requests that are 180 days past the current date will result in immediate loss of University services (email, library access etc.) If you have access concerns for the above listed faculty member please reach out to BMFA.**

Retroactive termination requests more than 1 year old will be noted in our records but faculty will not receive a letter from the University.

**Notice of Termination or Resignation Letter**

**Reason for Termination:**

- Relocation
- No longer contributing to the department
- End of Appointment
- Has not responded to requests for reappointment paperwork
- Retirement and will not be appointed Emeritus
- Death
- No longer employed by an affiliated entity. Please note: This applies to Research Scholar, Teaching Scholar, (Research) and Clinician Educator faculty appointments.
- Other

**All academic faculty must receive notice of non-renewal 12 months (if a faculty member for 3 or more years) or 9 months (if a faculty member for less than 3 years) preceding the expiration of their current faculty appointment.**

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**Department Chair**

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**Date**