

**CLAS Guidance on Faculty and Staff Separation
(Retirement, Resignation, End of Appointment, or Death)
(5-9-2024)**

The end of employment at the University of Maine due to resignation, retirement, the end of an appointment, or death requires a formal separation from the university documented via a Separation form. Submission of the form is a two-part process. The first submission occurs when the department is initially made aware of an employee's intended departure from the university, or as the end of their appointment approaches. The second submission occurs after the employee's last day.

As soon as the departure becomes known:

Departments must alert the dean's office as soon as they are made aware of a faculty or staff member's resignation or retirement. Staff in the dean's office will prepare a Separation form and will send it to the chair/director. The chair/director will be responsible for obtaining the employee's signature on the form and returning it to Susannah Fisher (susannah.fisher@maine.edu) for immediate submission to HR.

If the separation is the result of a resignation, a letter or an email from the employee announcing their resignation is to be included with the initial submission of the form. The notice of resignation needs to include an end date, which will ordinarily be August 31 for faculty. Retiring employees should consult the HR guide to retirement at <https://umaine.edu/hr/guide-to-retirement/>.

Staff members are encouraged to use any remaining vacation time before the end of employment. Chairs/directors should work with them toward this goal. Staff are required to work on their last day.

One month before last day of employment:

Department chairs/directors will reach out to employees to remind them that all university property (laptops and monitors, credit cards, keys, etc.) will need to be returned by the last day of employment.

A plan is to be put into place for vacating of office space on or before a faculty or staff member's last day. If a faculty member will have emeritus status upon retirement and the department is providing office space for the faculty member, the chair/director must complete the [Agreement for Use of Office Space by Emeriti](#), which is located on the CLAS Human Resources web page. That agreement must be signed by the retiring faculty member and the chair/director and then submitted to the dean's office.

By last day of employment:

Employees must return all university property on or before the last day of employment. Computer Refresh Program (CRP) devices and monitors must be returned to IT in Shibles Hall. Non-CRP computers (those purchased with department or grant funds, or those funded by other sources) must be returned to the department. Exceptions may be made to allow emeriti to retain their current computer, whether or not a CRP device, at the discretion of the chair/director. Credit cards, supplies and materials, and any other equipment is also to be returned to the department.

Keys must be returned to the FM Operations office located in Rm. 104 Service Building. Per UMS Facilities [SOP #KC002](#), *if a faculty, staff member, or student fails to return his/her keys, the department will be billed for each key not returned, as well as the cost for changing the locks and issuing new keys if necessary.*

Department chairs/directors are responsible for ensuring that the checklist on the bottom half of the Separation form is completed at this time. At the discretion of the chair/director, departing faculty and staff may leave items such as computers or keys in the department office, which will then be responsible for delivering the items to the appropriate destination.

Within one week after the last day of employment:

It is the responsibility of chairs and directors to submit the completed Separation form to the Dean's Office.