

During a recent payroll audit conducted by Internal Auditing and Advisory Services, it was noted that Human Resources is not receiving notification of the termination of faculty contracts in a timely manner. Internal Auditing and Advisory Services is recommending that faculty supervisors provide timely notification to the college, Provost's Office, and Human Resources when a termination occurs. The following notification procedure will become effective January 2008.

FACULTY RESIGNATION/RETIREMENT NOTIFICATION PROCEDURE

Faculty who terminate employment with BGSU through retirement or resignation should provide their college office with a reasonable notification of their plans. As indicated in section B-I.C.3.b) of the Academic Charter, associate and full professors are asked to give four months notification while assistant professors and instructors are asked to give three months notification.

Notification Process

1. Faculty members who resign or retire from the University should provide the college office with written notice three to four months prior to the effective date of resignation or retirement. The timelines for notification for the different faculty ranks are indicated above.
2. Within one week of the time the college receives the separation notification, a contract addendum should be processed. A copy of the faculty member's notice to resign/retire and the college's response to the faculty member should be attached to the addendum and forwarded to the Provost's Office for processing.
3. One to two working days after the Provost's Office receives the addendum with the attachments listed above, the documentation will be forward to Human Resources for processing.
4. Once the Human Resources staff has loaded the appropriate information into People Soft, the documentation will be forwarded to the Payroll Office for processing.