



**Policy Title: Faculty Separation Policy**

**Policy Number: BU-PP 733**

**Date Issued: May 1992**

**Responsible Executive: Provost**

**Date Last Revised: May 31, 2023**

**Responsible Office: Provost**

## **Faculty Separation Policy BU-PP 733**

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### **Policy Statement**

Baylor University (“Baylor” or the “University”) seeks to ensure that all separations, regardless of the reason(s), are executed in a consistent, fair, supportive, and respectful manner.

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### **Reason for the Policy**

To ensure consistency throughout all Faculty separations

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### **Individuals/Entities Affected by this Policy**

Faculty members

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### **Exclusions**

Staff and student employees

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### **Related Documents and Forms**

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#### **University Policies and Documents**

- 600 [Retirement Benefits](#)
- 704 [Policy for Tenure at Baylor University](#)
- 705 [Faculty Dismissal](#)
- 712 [Faculty Grievances](#)

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#### **Forms and Tools**

- [Faculty/Staff Separation Processing Form](#)
- [Faculty Exit Interview](#)
- [Technology Access Form](#)

1. Faculty Separation Policy (BU-PP 733)

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## Contacts

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Subject	Contact	Telephone	Office email/web site
<b>Policy Questions</b>	Human Resources	254-710-2000	<a href="mailto:askHR@baylor.edu">askHR@baylor.edu</a> <a href="http://www.baylor.edu/hr">www.baylor.edu/hr</a>
	Office of the Provost	254-710-3601	<a href="http://www.baylor.edu/provost">www.baylor.edu/provost</a>
<b>Final Pay and W-2 Form Questions</b>	Payroll Office	254-710-2217	<a href="mailto:Payroll_Office@baylor.edu">Payroll_Office@baylor.edu</a> <a href="http://www.baylor.edu/payroll/">www.baylor.edu/payroll/</a>

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## Faculty Personnel Separations

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A faculty member's [Separation Processing Form](#) shall be initiated when an employer-employee relationship will be discontinued for the following reasons:

1. End to at-will employment term (Adjuncts) or end to contract term identified in letter of appointment for contracted faculty
2. Faculty resignation
3. University termination
4. Official retirement
5. Death

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## Official Retirement

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A faculty member will be paid for actual time worked. To understand what is required to become a Baylor University retiree, refer to [BU-PP 600 Retirement Benefits](#).

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## Death

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

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## Final Paycheck

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The Payroll Office will not release a terminating faculty member's final pay until all separation processing is completed through Human Resources, except as required by law.

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## **Procedures**

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### **A. Department Head**

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The Department Head will:

1. Notify Business Officer or designee of the faculty separation.
2. Work with Dean and Business Officer on seeking approval for replacement.

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### **B. Business Officer**

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The Business Officer or designee will:

1. Notify Human Resources to process the faculty separation.
2. Notify the Provost's Office of separation and confirm budget approval for replacement.

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### **C. Human Resources**

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Upon notification of a faculty member's separation, Human Resources prepares and provides the faculty member with separation paperwork (Faculty/Staff Separation Processing Form).

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### **D. Faculty Member**

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The faculty member is solely responsible for timely completion of the exit process and associated documentation such as application for continuation of coverage where applicable. Baylor is not responsible for any loss of benefits due to failure to timely complete the process and / or documentation.

The separating faculty member will:

1. Notify the department head of the separation
2. Complete and return separation paperwork to Human Resources
3. Complete the online Faculty Exit Interview survey
4. Return all University property and equipment
5. Complete any other requests from department head and/or Human Resources prior to separation

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## **E. Payroll Office**

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Upon completion of all required clearance and separation actions by the faculty member, the Payroll Office will:

1. \*Process the final pay and deposit the net pay into the employee's bank account(s) of record on the next regularly scheduled pay date.
2. Mail W-2 forms to the forwarding address indicated on the Termination Processing Form in accordance with University processing procedures.

\* For involuntary terminations, Payroll will comply with the Texas Payday Law (or applicable state law for faculty employed outside of Texas) final pay requirements.