PROCESS FOR EARLY TERMINATION OF VOLUNTARY CLINICAL FACULTY

Upon the recommendation of the Department Chair, an appointment may be terminated before the ending date for cause, such as (per APM 279):

a) Failure to serve the required minimum number of hours
b) There is no longer a need for the appointee’s services
c) The conduct or performance of the appointee does not warrant continued appointment with the University

Department sends a written notice to voluntary clinical faculty stating the reason for early termination and provides a 30 day notice to appeal (SEE EXAMPLE A)

NO RESPONSE FROM APPOINTEE WITHIN 30 CALENDAR DAYS

1. If no written response is received within 30 calendar days of the 1st notification, the Department shall send a 2nd written notice indicating that the department will proceed with formally terminating the voluntary appointment. (SEE EXAMPLE B)

2. The Department shall request early termination via CLIFF by attaching the following documents under the “Separation” link (Chair’s notification of separation attachment):
   a) 1st Notification
   b) 2nd Notification

NOTE: The Department does not have to wait an additional 30 days after the 2nd notice is sent to proceed with processing the termination in CLIFF

APPOINTEE APPEALS

- An appointee may present a written complaint about his or her early termination to the Department Chair. An appeal must be filed within 30 calendar days from the date of the (1st) written notice of termination.
- After review of the written appeal, the Department shall forward a copy of the appeal to the ASA Office if the Department Chair would like to continue with the early termination process.
- The Associate Dean for Academic Affairs shall consult with the appropriate University official, such as the Department Chair or Dean, and shall make a written response to the appointee.
- The written response shall normally be made within 90 days of the written complaint.

APPEAL DENIED

1. If the Associate Dean for Academic Affairs concurs with the early termination, the ASA Office shall send the notice of concurrence to the Department. (SEE EXAMPLE C)

2. The Department shall notify the appointee upon receipt of the written response from the Associate Dean for Academic Affairs.

3. Upon receipt of concurrence from the ASA Office, the Department can proceed with separating the appointee in CLIFF by attaching the following documents:
   a) 1st Notification
   b) Written Appeal
   c) Concurrence Notice

APPEAL UPHELD

1. If the Associate Dean for Academic Affairs upholds (agrees with) the appeal, the ASA Office shall send a written notice to the Department. (SEE EXAMPLE D)

2. The Department shall notify the appointee upon receipt of the decision to uphold the appeal.

3. The candidate is subject to non-renewal of appointment upon reaching the specified original end date.

NOTE: No action necessary in CLIFF

The ASA Office shall review the request in CLIFF and an automatic email notification will be sent to the Department once the request has been approved