

Faculty Separation Guide

Division of Clinical Psychiatry — Separating & Retiring Faculty Reference

 SEPARATION GUIDE · July 2026

KEY CONTACTS

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Faculty members who decide to resign or retire from the University must **notify the Chair in writing at least 90 days in advance** of the effective date. If possible, please provide updated contact information. This advance notice allows adequate time to process payroll, grants administration, timekeeping, email accounts, emeritus/RTAD requests, and transfer of clinical, teaching, and administrative responsibilities.

Written notifications should include: (1) the nature and location of university property in your possession (devices, keys, access cards), and (2) plans to transfer academic and clinical responsibilities. Faculty should also advise the Chair of any plans for staff terminations, layoffs, or transfers, and identify a new Ecotime Supervisor if applicable.



Separation Requirements

General Requirements

The following applies to **all separating and retiring faculty**, regardless of series or clinical responsibilities:

- **University property:** Return all UCSD-owned equipment, communication devices, keys, and access cards to the Business Office.
- **Ecotime:** If serving as an Ecotime Supervisor, designate a new approver before your separation date.
- **Environmental Health & Safety:** Contact EH&S for instructions on disposal of regulated materials (e.g., controlled substances).
- **Contact information:** Provide the Department with your new contact information and notify your professional contacts of your new email address.

Faculty with Clinical Responsibilities

- **Medical Staff Privileges:** Indicate whether you will resign or maintain your Medical Staff Privileges. Work with the Clinical Division to outline a patient disposition plan, including transfer or discharge in collaboration with the clinic lead.
- **Open charts:** Complete all open charts before your separation date.

Faculty with Research Responsibilities

Contact the appropriate Vice Chair of Research (basic or clinical) to document and plan transfers. Specifically:

- **Grants, equipment, and supplies:** Identify whether a junior colleague or collaborator in the Department will take over research activities. Faculty should review the list of tagged equipment to identify items that are missing, to be transferred, or sent to surplus.
- **Laboratory closure:** Labs being closed without transfer to another Department faculty member must be cleaned out. Work with EH&S to address disposal of hazardous chemicals, radioactive materials, biohazard samples, and controlled substances.
- **Research records:** Work with the relevant VC of Research to organize and label records including destruction dates. Paper or electronic records containing patient or confidential information not being transferred via IRB/IACUC PI transfer should be disposed of per IRB and university policies.
- **IRB/IACUC protocols:** Work with the IRB or IACUC to transfer or close out research protocols, and with ACP to resolve the status of any research animals.
- **Grant close-outs:** Work with your post-award fund manager to complete progress reports for all grants being closed out. Note: NIH requires PIs to submit final progress reports personally — these cannot be completed by the University. Discuss plans for any unspent discretionary or gift fund accounts.

Faculty with Space Assignments

- Coordinate with the Space Committee to outline a plan for space transition at least 90 days prior to separation.

Faculty with Mentees or Students

- Connect with your junior faculty mentees, graduate students, and postdoctoral students to develop a transition plan for their supervision and support. Alert Jennifer Hickey-Hinojosa for transfers of mentorship for trainees and Academic Affairs office for transfer of mentorship of junior faculty.



Status Changes & Post-Separation Options

Change in Status: Research Faculty

Separating research faculty may request a transitional change in status to **Non-Salaried Adjunct Professor** to continue certain academic activities (research, teaching, service) through the end of their current appointment period. This status is **not guaranteed** and will be granted only if considered in the best interest of the Department and University. These titles carry **no compensation**.

Criteria for approval: Continued meaningful teaching and service contributions to the Department and University.

Change in Status: Clinical Faculty

Separating clinical faculty may request a change in status to **Voluntary Clinical Professor** if they continue to be involved in teaching UCSD trainees (200 hrs/yr requirement to maintain this title). This status is **not guaranteed** and will be granted only if considered in the best interest of the Department and University. These titles carry **no compensation**.

Criteria for approval: Continued meaningful teaching contributions to the Department and University and a UCSD sponsor.

Retirement

Visit <https://aps.ucsd.edu/academic-resources/retirement.html> for helpful links and best-timing practices. Retirement must be initiated **well in advance** — at least 90 days is recommended.

- Contact the **Retirement Administration Services Center (RASC)**: **800-888-8267** or via the [UC Retirement At Your Service \(UCRAYS\) portal](#)
- Consider joining the **UCSD Retirement Association**, which can forward your ucsd.edu address to a personal email.
- Any UCSD cell phone number may be transferred to a personal account or reverted to the University.

Return to Active Duty (RTAD)

Retiring faculty may request part-time (<43%) paid Return to Active Duty to continue certain academic activities for a time-limited period (e.g., completion of research grants). RTAD is **not guaranteed** and will be granted only if in the best interest of the Department and University.

- **Eligibility to request pre-retirement:** At least age 60 with 5 years of service.
- **Post-retirement request:** Must be submitted to the Chair at least 90 days prior to the proposed start date. The RTAD start date may not occur earlier than 30 days following the retirement date.
- **Clinical RTAD:** Will not typically be granted for clinical purposes except under unusual circumstances as determined by Clinical Division leadership.
- For more information, see [APM-205](#).

Emeritus Status

Emeritus status is automatically conferred to Ladder Rank faculty upon retirement. Faculty in other series (Clinical X, HS Clinical, Adjunct, In-Residence) require **exceptional approval** from the Executive Vice Chancellor's Office, with review from the Committee on Academic Personnel (CAP). **Exceptional approval is not guaranteed** and will only be proposed if in the best interest of the Department and the University.

If you require exceptional approval for emeritus status, please reach out to the Academic Affairs office.



Administrative Offboarding

Vacation Reporting

Separating or retiring faculty must ensure all vacation time taken to date has been recorded and approved in EcoTime and reflected in UCPATH. Inform the Chair and the Academic Affairs office of any planned vacation through your separation date.

Note: Terminal vacation is not allowed per [UCSD Policy PPM 395-9](#). The effective date of separation is the last day of work, except that an employee who is retiring or who is granted extended military leave may use vacation up to the effective date of separation/retirement.

Parking Permits

Cancel your parking permit through the [UCSD Transportation Office](#) if you are not returning as RTAD. Email parking@ucsd.edu to deactivate.

Health Insurance

Information regarding health insurance continuation (COBRA) will be mailed to your home address on file in UCPATH after the separation is entered in the payroll system. You may also view this information at blink.ucsd.edu/HR/benefits/managing/cobra.html.

- Ensure the University has your most up-to-date personal contact information in UCPATH.

Fidelity Accounts

Contact Fidelity Retirement Services at 866-682-7787 or <https://nb.fidelity.com/static/mybenefits/netbenefitslogin/#/login> for information on UC 401, 403b, or 457 accounts.

UCSD Email Account for Faculty Who Have Resigned

In accordance with the authoring department of the Office of Compliance & Privacy & Information Security policy number UCSDHP 18.1 (<https://pulse.ucsd.edu/policies/UCSDHPs/MCPolicy/18-1.pdf>) email accounts of separating health sciences faculty must be discontinued for security purposes. Departing faculty will need to inform their contacts of a new contact email.

UCSD Email Account Continuity for Emeritus, RTAD, or Retired Faculty

Please read the [Guide for Retired Faculty & Email Continuity](#) regarding your eligibility for requesting email continuity. If you are eligible for email continuity, it is the responsibility of the faculty member to request an annual access extension at least one month before the end date to Jeanine Chan or Joanna Horning.

*Emeritus Faculty - If you do not need an @health.ucsd.edu account but would like to maintain a University email address (@ucsd.edu) you may request an @ucsd.edu account by contacting the UCSD Retirement Resource Center by emailing retireelink@ucsd.edu or calling (858) 534-4724.

Department Website

Emeritus faculty and those with active RTAD appointments will remain listed as such on the Department website (psychiatry.ucsd.edu). All other separating faculty will be removed.



Checklist for Separating & Retiring Faculty

All Separating Faculty

- ☐ Notify Department Chair in writing at least 90 days in advance of effective date.
- ☐ **Include** in your notice: nature and location of all university property in your possession.
- ☐ Review vacation balances in UCPATH and ensure all vacation taken to date is recorded in EcoTime. Inform Chair of planned vacation through separation date.
- ☐ Return all university property (cell phone, laptop, keys, badges, travel card, express card) to the Department of Psychiatry Business Office.
- ☐ Notify contacts of new email address and new phone number (if returning a UCSD-issued phone).
- ☐ Cancel parking permit (if applicable and not returning as RTAD). Email parking@ucsd.edu.
- ☐ Review health insurance continuation (COBRA) information.

Faculty with Clinical Responsibilities

- ☐ Indicate whether you will resign or maintain your Medical Staff Privileges. Work with the Clinical Division to develop a patient disposition plan.
- ☐ Complete all open charts before separation date.

Faculty with Research Responsibilities

- ☐ Indicate whether you will end all research activities or request RTAD. Contact the appropriate VC of Research to document and plan transfers.
- ☐ Itemize all equipment purchased with grant funding. Indicate items being transferred, sent to surplus, or disposed of.
- ☐ Contact EH&S for instructions on disposal of regulated materials (hazardous chemicals, radioactive materials, biohazard samples, controlled substances).
- ☐ Work with IRB/IACUC to transfer or close out research protocols. Work with ACP to resolve status of research animals.
- ☐ Work with post-award fund manager to complete final progress reports for all closing grants.

Faculty with Space Assignments

- ☐ Coordinate with the Space Committee to outline a space transition plan at least 90 days prior to separation.

Faculty with Mentees or Students

- ☐ Connect with junior faculty mentees, graduate students, and postdoctoral students to develop a supervision transition plan.

Retiring Faculty

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| ☐ | Initiate retirement with the Retirement Administration Services Center (RASC): 800-888-8267 — at least 90 days in advance. |
| ☐ | Contact Fidelity Retirement Services (866-682-7787) for information on UC 401, 403b, or 457 accounts. |
| ☐ | Ensure the University has your most up-to-date personal contact information in UCPATH. |
| ☐ | Consider joining the UCSD Retirement Association to forward your ucsd.edu address to a personal email. |

For Internal Use Only

The following actions are the responsibility of Department administrators upon faculty separation:

- Update UCSD Business Systems access (Department Security Administrator)
- Remove from faculty listserv (Chair Admin)
- Remove from Department website, voting utility, and Sr. Faculty Committees (Academic Affairs Admin)
- Confirm university property returned to Business Office (Business Officer Admin)
- Confirm clinical checklist completed (Clinical Affairs Admin)
- Confirm final paycheck issued (Academic Affairs Admin)