

(1) Resignation/Retiring Faculty

Department of Psychiatry faculty members who decide to resign their positions 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 new contact information. The advance notice is needed to allow adequate time to process the action and take necessary steps regarding payroll, grants administration, time keeping, email accounts, emeritus status requests or requests for Return to Active Duty (RTAD), transfers of clinical care and teaching responsibilities, turning in of University owned equipment or communication devices, etc. Written notifications regarding retirement or resignation should include information about the nature and location of any university property, including UCSD owned mobile devices and laptops, and keys and key access cards to university facilities that are in the possession of the faculty member, and should outline plans to transfer the separating member's academic and clinical responsibilities to others. Faculty should also advise the Chair of plans for staff terminations, layoffs, or transfers. If the faculty member is an Ecotime Supervisor, please identify who will be designated as the new approver. In addition, the faculty member should contact appropriate UCSD support services, e.g., Environmental Health & Safety, to obtain instructions for the disposal of regulated materials, e.g., controlled substances. A faculty member with clinical responsibilities is expected to work cooperatively with the Clinical Division to outline a plan to disposition current patients, which may include transfer to others or discharge from care in collaboration with the clinic lead. A faculty member with clinical responsibilities is expected to complete all open charts before the separation date.

For Research Faculty: Please identify whether a junior colleague or collaborator in the Department of Psychiatry will be taking over any of your research activities, for example grants, equipment, supplies, biological samples, research records, etc. Please contact the appropriate VC of Research (either basic or clinical) to document and plan for these transfers. Faculty should review the list of university tagged equipment associated with their name to identify items that are missing, that should be sent to surplus and that are being transferred to other faculty members. Laboratories that are being closed without equipment/records transfer to another faculty in the department need to be cleaned out. Faculty need to work with EH&S and other relevant campus units to address the disposal of: hazardous chemicals, radioactive chemicals, biohazard samples and controlled substances that need to be disposed of appropriately. If any research records need to be retained, faculty should work with the relevant VC of Research to organize and label records, including with dates after which they can be destroyed. Any paper or electronic records not being transferred through IRB/IACUC PI transfer to another faculty member but that contain patient information, or other confidential information should be disposed of in accordance with IRB and university policies and recorded as destroyed during the IRB closure.

Please work with the IRB or IACUC to transfer or close out any research protocols. Please work with ACP to resolve the status of any research animals associated with your IACUC protocol.

Grant close outs: Faculty should work with their post award fund manager to complete progress reports for all grants that have been or will be closed out. NIH requires PIs to provide final

progress reports; these cannot be completed by the university; thus it is essential that PIs resolve these issues before they retire. Faculty should also discuss plans for any unspent discretionary money gift accounts or similar non-grant fund sources.

(2) UCSD E-mail Account

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. Section H of the policy states, “Individuals with a change in status (e.g., retirees, separations, transfers, affiliates) from UC San Diego Health Sciences who wish to continue a UC San Diego email account: The account must be closed. Eligible individuals may apply for a new UC San Diego email account, if eligible. For privacy and security reasons, individuals are not permitted to retain their UC San Diego Health email account after a change in status including: separation, retirement, and transfer out of UC San Diego Health Sciences position.” Departing faculty will need to inform their contacts of a new contact email. Retiring faculty may transition to emeritus status, which ordinarily would allow for an @ucsd.edu email account (but not @health.ucsd.edu), if requested but this will be a new email account with a new email address. There is a short grace period before the email account is terminated.

(3) Separating Research Faculty Request Change in Status

Separating research faculty may ask to be considered for a change in status to Non-Salaried Adjunct Professor, in order to continue certain academic activities (research, teaching, service) up through the end date of their current appointment. Obtaining Non-Salaried status is not guaranteed and will be granted only if considered in the best interest of the Department and University. Request to reappoint as a Non-Salaried Adjunct Professor is considered based on continued meaningful teaching and service contributions to the Department and the University. **These titles do not receive any compensation.**

(4) Separating Clinical Faculty Request Change in Status

Separating clinical faculty may ask to be considered for a change in status to Voluntary Clinical Professor, if they continue to be involved in teaching UCSD trainees. Obtaining Voluntary status is not a guarantee and will be granted only if considered in the best interest of the Department and University. **These titles do not receive any compensation.**

(5) Retiring Faculty

Please visit <https://aps.ucsd.edu/faculty-resources/retirement.html> for helpful links and best timing practices for your retirement. Retiring faculty must initiate their retirement well in advance of their planned retirement date. It is recommended to start this process at least 90 days in advance. Contact the Retirement Administration Services Center (RASC) by calling 800-888-

8267 (<https://ucnet.universityofcalifornia.edu/contacts/rasc.html>) or faculty can also contact RASC through the UC Retirement At Your Service (UCRAYS) portal: <https://retirementatyourservice.ucop.edu/UCRAYS/Account/LoginE?ReturnUrl=%2fUCRAYS> Retiring faculty may join the [UCSD Retirement Association](#) which will forward the member's ucsd.edu account to their personal e-mail. In addition, any UCSD faculty who are currently using a UCSD cell phone, the existing phone number may be transferred to a personal account or revert to the University.

(6) Retiring Faculty request for Return to Active Duty (RTAD)

Retiring faculty may ask to be considered for part-time (<43%) paid return to active duty (RTAD), in order to continue with certain academic activities for a time-limited period (e.g., completion of research grants). **Obtaining RTAD status is not guaranteed** and will be granted only if considered in the best interest of the Department and the University. **A recall can only be requested pre-retirement when the employee is at least age 60 and has 5 years of service.** Otherwise, requests for a new RTAD appointment must be made to the Chair at least 90 days prior to the proposed start date, and the recall appointment RTAD service (start) date may occur no earlier than 30 days following the academic appointee's retirement date. Request to continue RTAD may be granted based on the continuation of serving the interests of the Department and the University. RTAD will not be typically granted for clinical purposes, except under unusual circumstances as determined by the Clinical Division leadership. For more information on RTAD, see APM-205 (https://ucop.edu/academic-personnel-programs/_files/apm/apm-205.pdf)

(7) Retiring Faculty request for Emeritus Status

Emeritus status is automatically conferred to FTE/Ladder Rank faculty after retirement. However, faculty in other series (Clin X, HS Clinical, Adjunct, In-Residence) require **exceptional approval** from Executive Vice Chancellor's Office since the file needs to go to the Committee on Academic Personnel (CAP) committee. If you require exceptional approval, please reach out to ARC and the Academic Affairs office if you would like to request emeritus status.

(8) Vacation Reporting

Separating or retiring faculty must make sure they have reported all vacation time taken to date in Ecotime (<https://blink.ucsd.edu/finance/payroll/timekeeping/ecotime/index.html>), and inform the Chair of any planned vacation up through their separation date. Terminal vacation is not allowed per UCSD Policy PPM 395-9. "An employee who separates from University employment or who is granted extended military leave shall be paid for vacation credit accrued through the employee's last day of work. (An employee must work at least 50% of the month in order to receive any accruals for that month.) The effective date of separation shall be the last day of work, except that an employee who is retiring may use vacation up to the effective date of retirement." (<http://adminrecords.ucsd.edu/ppm/docs/395-9.html>)

(9) Parking Permits

Separating or retiring faculty are responsible for canceling their parking permit through the UCSD transportation office <https://transportation.ucsd.edu/>. To deactivate your parking permit, email parking@ucsd.edu.

(10) Health Insurance

Information regarding health insurance continuation will be mailed out to the home address listed in PPS after the separation has been entered in the payroll system, and can also be viewed anytime by visiting <http://blink.ucsd.edu/HR/benefits/managing/cobra.html>

(11) Department Website

Emeritus faculty and those with active RTAD appointments will remain listed as such on the Department website. All others will be removed.

To assist you in making sure all the necessary steps are taken, please follow the attached checklist.

Checklist for Separating/Retiring Faculty	
<input type="checkbox"/>	Notify Department Chair in writing at least 90 days in advance of effective date. Include information about the nature and location of any university property, and outline plans to discontinue or transfer the separating member's academic and clinical responsibilities to others, which may include staff terminations, layoffs, or transfers. Also include whether the separation is due to retirement, and any planned leaves of absence up through separation date. Please address the memo to Chair and send to the following: <ul style="list-style-type: none">○ Department Chair (Dr. Zafiris Daskalakis)○ Vice Chair for Academic Affairs (Dr. Victoria Risbrough)○ Vice Chair of Administration (Michael Godwin)○ Academic Affairs Admin (Jeanine Chan)○ Academic Affairs Admin will submit request to ARC and forward to the Department Security Administrator○ Sponsored Projects (Your Fund Manager)
<input type="checkbox"/>	For those with clinical responsibilities - indicate whether or not you will be resigning or maintaining your Medical Staff Privileges. Work with the chief of your clinical division and supervisor to outline a plan to transfer current patients to others. Ensure all open charts are completed. Notify the following applicable division chief and clinical affairs admin: <ul style="list-style-type: none">○ Division Chief of General Adult Psychiatry (Dr. Steve Koh)○ Division Chief of Geriatric Psychiatry (Dr. Ellen Lee)○ Division Chief of Speciality Adult Psychiatry (interim Dr. Savita Bhakta)

<ul style="list-style-type: none"> ○ Clinical Affairs Admin (TBD) ○ Clinical Affairs Financial Analyst (Alece Hon)
<p><input type="checkbox"/> Review Leave Balances in UC Path and ensure vacation time taken to date has been recorded. Inform the Chair of any planned vacation up through separation date and report vacation in Ecotime. Confirm vacation usage as reflected in UC Path is correct. Send email to the following regarding any planned vacation up through the separation date:</p> <ul style="list-style-type: none"> ○ Department Chair (Dr. Daskalakis) ○ Academic Affairs Admin (Jeanine Chan)
<p><input type="checkbox"/> For those with assigned space, coordinate with the space committee to outline a plan to transfer current space to others at least 90 days prior to separation date. Notify the following:</p> <ul style="list-style-type: none"> ○ Department Chair (Dr. Daskalakis) ○ Business Office (Michael Godwin and Ashley Estemi) ○ Space Committee Chair (Dr. Elizabeth Twamley)
<p><input type="checkbox"/> For those with junior faculty mentees, graduate students or postdoctoral students connect with your mentee and/or students to develop a transition plan. For grad students, please contact the relevant graduate program and PIs of an impacted training grant. Inform Academic Affairs of any changes to junior faculty mentors.</p> <ul style="list-style-type: none"> ○ Vice Chair for Academic Affairs (Dr. Victoria Risbrough) ○ Academic Affairs Admin (Joanna Horning)
<p><input type="checkbox"/> Return University property (including but not limited to cell phone, laptop, keys, badges, travel card and/or express card) to Department of Psychiatry Business Office. Return property to:</p> <ul style="list-style-type: none"> ○ Business Office (Ashley Estemi)
<p><input type="checkbox"/> Itemize all equipment that may have been purchased with research grant funding. Include location and new guardian. If research equipment will be disposed of, or sent to Surplus Sales, contact Environmental Health & Safety (EH&S) Research Safety Division to obtain decontamination clearance. Sale of equipment through any means other than Surplus Sales is prohibited. Send itemized list to:</p> <ul style="list-style-type: none"> ○ Sponsored Projects fund manager
<p><input type="checkbox"/> Contact Environmental Health & Safety (EH&S), to obtain instructions for the disposal of regulated materials, e.g., hazardout chemicals, radioactive substanes, controlled substances, biohazardous materials, etc.</p>
<p><input type="checkbox"/> For those with research responsibilities – indicate whether you will be resigning and ending all research activities or requesting RTAD. For all research activities ending:</p> <ul style="list-style-type: none"> ○ Notify fund manager and coordinate with UCSD Contracts and Grants Office and NIH (or other) Program Officer of intent to separate from UCSD, and outline plan for transfer of PI if applicable.

<ul style="list-style-type: none"> ○ Cancel/close out any industry-sponsored contracts with your fund manager and OCTA. ○ Finalize all reporting to NIH or other funding agencies (Final RPPR, etc.) ○ Notify IRB of all projects terminating or identify transfer of PI if applicable. ○ Destroy (according to IRB protocol) or identify transfer of PI for any research files and genetic/biological samples in storage.
<p><input type="checkbox"/> Notify contacts of new email address and notify contacts of new phone number (for those returning a UCSD paid phone and number).</p>
<p><input type="checkbox"/> If retiring, initiate retirement with the Retirement Administration Services Center (RASC) 800-888-8267 (at least 90 days in advance of effective date) https://ucnet.universityofcalifornia.edu/contacts/rasc.html or https://retirementatyourservice.ucop.edu/UCRAYs/Account/LoginE?ReturnUrl=%2fUCRAYs. Retiring faculty may also join the optional UCSD Retirement Association to have your ucsd.edu e-mail forwarded to a personal address.</p>
<p><input type="checkbox"/> Cancel parking permit (if applicable and not returning as RTAD). Email parking@ucsd.edu to deactivate parking permit.</p>
<p><input type="checkbox"/> Review information regarding health insurance continuation (COBRA) http://blink.ucsd.edu/HR/benefits/managing/cobra.html</p>
<p><input type="checkbox"/> Contact Fidelity Retirement Services (866-682-7787) for information on your UC 401, 403b or 457 accounts. Ensure the University has your most up to date address via UC Path</p>

For Internal Use

Update UCSD Business Systems access (Department Security Administrator)

Remove from faculty listserv (Chair Admin)

Remove from Dept website, voting utility & Sr Faculty Committees (Academic Affairs Admin)

University Property returned to Business Office (Business Officer Admin)

Clinical checklist completed (Clinical Affairs Admin)

Final paycheck issued (Academic Affairs Admin)