Report Faculty Departures and Potential Departures

- No longer use the spreadsheet template to report monthly retention actions to Lyndee
  1. Use the Faculty Departure Record form and complete it at the same time you process
     the faculty’s personnel paperwork for terminating their employment or retaining them
     with an increased salary and/or benefits.
  2. Send the form to Lyndee.
- Do not report faculty who are retiring or entering phased retirement on the Faculty Departure
  Record form
- Do not report deceased faculty on the Faculty Departure Record form
- Replacement costs must be reported for all departures; section [C]

- Three types of departure (or potential departure) to report on this form:

  1. **Counteroffer action** (the faculty member has been made a written offer by another
     institution)
  2. **Pre-emptive offer action** (the department/college wants to increase the faculty
     member’s salary and/or benefits in order to keep; no other offer has been received by
     the faculty member)
  3. **A faculty member is leaving UNC Charlotte without another offer or possibility of being retained at UNC Charlotte.** Resignation, disciplinary action, contract ended and reappointment is not given, funding runs out, etc.

[B] **COUNTEROFFER**

- Base salary is the amount the college is spending from its budget. Does not include any funds
  received from the GA Retention Fund.
- \( (a) + (b) = (c) \)

[C] **ESTIMATED REPLACEMENT COSTS**

- This information must be provided for all faculty departing or potentially departing. For example, if a faculty member is offered a counteroffer and decides to stay at UNC Charlotte we still need to complete this section.
CONFIDENTIAL

FACULTY DEPARTURE RECORD

_____ Counteroffer action  _____ Pre-emptive offer action  _____ Departure w/out action*

*do not report retirements or deaths on this form

Faculty's Full Name ____________________________________________

Banner ID # ___________________  Rank ___________________  Dept. ___________________

9 or 12 Month ________

Base Salary before retention effort

$ _______________________

Did UNC Charlotte have an opportunity to counteroffer? ________

If not, why? ______________________________________________

Did UNC Charlotte make a counteroffer? ________  Date ________

[A] RECRUITING INSTITUTION if applicable

Institution Name ______________________________________________

Base Salary offered: $ _______________________

9 or 12 Month ________

Other additional benefits/incentives offered which UNC Charlotte does not already provide:

____________________________________________________________________________

Estimated amount of other benefits/incentives $ _______________________

[B] COUNTEROFFER 9 or 12 Month ________

Base salary counter offer amount: $ ______________________ (a)

UNC GA Retention Fund Salary Counteroffer amount: $ ______________________ (b)

Total UNC base Salary Counteroffer Amount $ ______________________ (c)

Other Benefits/Incentives in UNC Charlotte’s Counteroffer

____________________________________________________________________________

____________________________________________________________________________

Estimated amount of other benefits/incentives $ ______________________

Funding Source ________________________________________________

NOTES

Counteroffer Accepted? ______

____________________________________________________________________________

Submit completed form to Lyndee Champion Ivey, Office of the Provost, Reese 525 or lcviey@uncc.edu

Questions? Call 704-687-5962
[C] ESTIMATED REPLACEMENT COSTS Provide for all departures reported

Recruitment (Search committee, On campus interview, advertising, course coverage) $_____________________

Salary: Amount $____________________ 9 or 12 month __________________

Start-up (relocation, equipment, lab, etc.) $____________________ Funding source __________________

Contract & Grant Funding Loss/Potential Loss $____________________

Notes regarding Replacement Costs

________________________________________________________________________________________

________________________________________________________________________________________

[D] DEPARTURE INFORMATION

Last date of employment: __________________

Where did faculty member go for employment after leaving UNC Charlotte (if known)?

________________________________________________________________________________________

Faculty member's reason for leaving (if known) __________________

________________________________________________________________________________________