

## 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

College \_\_\_\_\_

Date \_\_\_\_\_

**FACULTY DEPARTURE RECORD**

Submitted by \_\_\_\_\_

Page 1

\_\_\_\_\_ Counteroffer action      \_\_\_\_\_ Pre-emptive offer action

\_\_\_\_\_ Departure w/out action\*

Resigned \_\_\_\_\_

Disciplinary \_\_\_\_\_

No reappointment \_\_\_\_\_

\*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? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CONFIDENTIAL

College \_\_\_\_\_

Date \_\_\_\_\_

**FACULTY DEPARTURE RECORD**

Submitted by \_\_\_\_\_

Page 2

**[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)

\_\_\_\_\_

