

Chapter 12. Leaving the University

12.1 Expirations of Contracts and Terminations

Members of the faculty whose contracts are subject to simple expiration include all "temporary" faculty (see Chapter 3: Academic Responsibilities and Ranks). At least a month before the term appointment of such a faculty member is to lapse, the department should handle the termination process via the Human Resources system.

Under Faculty Rules, specific procedures need to be followed when the contracts of tenure-track or Teaching Professor-track members of the faculty are not being renewed:

- If a department is recommending the termination of employment of a faculty member in a tenure-track position, then the procedures for a complete tenure review must have already been followed (this normally occurs in the penultimate year of the contract; see Chapter 8), except in those cases where the untenured faculty member has stated in writing that no tenure review is desired. A contract may also end following a negative recommendation for reappointment that occurs prior to the tenure review, or if the reappointment review has been waived in writing by the candidate.
- For faculty in the Teaching Professor track, a review to consider whether the faculty member will be reappointed and/or promoted should normally have been conducted on the required timetable unless the candidate indicates that they will resign at the end of their term and/or waives the right to a review in writing.
- Contracts may also expire at the end of the appointment for individuals who were informed, as a condition of their employment, that their positions at the University could not lead to promotion, tenure, or reappointment, or who were informed as a result of an earlier review that their current contract is the final one.

When final expiration of such contracts is a month away, the department should handle the termination process via the Human Resources system.

12.1.1 Termination of term faculty in advance of the contract end date

On rare occasions departments or principal investigators will encounter mid-contract problems with term faculty, including postdocs. Problems can arise from an unexpected loss of funding or from a failure of the faculty member to meet professional expectations.

All appointments that are funded by external sources and are thus subject to forces outside of the University's control will include the clause "subject to available external research funds" in the appointment letter. In the case of a freeze in funding or an anticipated loss of funding, the PI should inform the Dean of the Faculty's office and any affected faculty in writing as early as possible.

In cases where a term faculty member fails to meet minimum performance expectations, the first step is to discuss the issue with the faculty member. If there is not satisfactory improvement after such a conversation, the department Chair or principal investigator should send the faculty member a letter, in print, with a copy to the Dean who oversees term faculty hiring, enumerating expectations they are not meeting, articulating steps required for improvement, and presenting a reasonable timeframe in which performance must improve. When the target date for improvement has arrived, the principal investigator or department Chair should inform the Associate Dean if the improvement has been sufficient, and if not whether they would like to extend the date by which conditions must be met or terminate the contract. If the recommendation is that the contract be terminated, the final decision will rest with the Dean, and the Dean's office will inform the faculty member of the result.

12.2 Resignations

When a member of the faculty plans to resign from the University, the department Chair should send to the appropriate Dean's office a copy of the individual's official letter of resignation. The resignation letter will be acknowledged by the Dean.

The usual date of resignation is June 30 of any given year; occasionally a faculty member will resign effective December 31. Please note that faculty who receive their academic year's salary in twelve installments are not entitled to pay for the months of July and August, even if their resignations are effective as late as August 31st.

The appropriate Dean or their designee will, whenever possible, interview all regular faculty members who resign positions at Brown University.

12.3 Retirement

Faculty who intend to retire from active service should send a letter to the appropriate Dean to this effect. Faculty seeking additional information about retirement options should contact the Provost's office for details.

12.3.1 Emeritus Status

When a faculty member retires, they may be eligible for appointment as Emeritus or Emerita. The University policy, effective July 1, 2024, is available [here](#).

The following applies only to emeritus faculty; it does not refer to emeritus administrators without faculty rank, or to retiring persons who do not qualify for the emeritus rank.

Emeritus professors remain members of the faculty of Brown University with all the privileges appertaining to that rank except three:

- They are no longer tenured, if they previously were.
- They do not receive pay from the University unless they also hold an adjunct, research, or visiting appointment.
- They are not voting members of the faculty.¹²

With regard to the second of these restrictions, if emeritus faculty are to perform services for the University that entitle them to receive a salary, they will be appointed to an appropriate (usually "Emeritus Professor (Teaching)") rank for the period during which the services are to be performed.

12.4 Retired Faculty and Departmental Affairs

Certain privileges for emeritus faculty as well as activities in which they may wish to participate are at the discretion and under the control of individual departments and divisions. There is at present no standard or consistent body of policy governing these matters; each department determines its own practices and is strongly encouraged to establish written guidelines governing the policy of the department regarding retired faculty.

Guidelines developed by the department should deal with matters under departmental control such as: mentoring students, conducting sponsored research, and service on committees. Emeritus faculty should be clearly informed regarding the degree to which the department permits or invites their participation.

12.4.1 Participation in Departmental Affairs

Retiring faculty who wish to maintain a connection with their departments and participate in some activities are urged to consult with the department Chair well in advance of their actual retirement and reach agreement then about the nature and degree of their future participation. It is advisable to have these understandings documented in writing in order to avoid possible future misunderstanding.

¹² Emeritus professors who also hold a faculty or University committee assignment to which they have been elected by the Faculty and/or a teaching assignment shall have voting rights (*Faculty Rules and Regulations*, Part 1, Section 1.I.A.1)

The following are areas of departmental discretion with regard to emeritus faculty.

- Mentoring Students

Some departments welcome the assistance of emeritus faculty in mentoring students, especially in fields of their specialties. This may extend to serving on doctoral committees or supervising masters' or senior honors theses, subject to relevant policies regarding eligibility to serve as an advisor.

- Teaching

The most common participation of emeritus faculty in the teaching program is giving guest lectures, on occasion or for a brief period when the regular instructor must be absent. When retired professors are enlisted to give a regular departmental course, they are normally appointed Professor Emeritus (Teaching) or Adjunct Professor and paid accordingly.

12.5 Other

12.5.1 Computer Policy for Retired Faculty

Permission to use a computer and related peripheral equipment belonging to the University at an off-campus location may be granted to retiring faculty who expect to continue to use such equipment for their research and/or other University business. The equipment that is available under this policy is restricted to items to which the faculty member had exclusive access before retirement, that is, equipment that was not shared with others or was part of an on-going research project. In cases of disagreement on these matters, the relevant department Chair shall decide.

The retiring faculty member at the time of leaving the University's employment shall agree to certain conditions concerning the (i) ownership, (ii) responsibility for proper use, (iii) security, (iv) repair, and (v) return and disposal of the computer equipment in question. The Office of the Provost is responsible for tracking these materials. Faculty members may not purchase a new computer within one year prior to their date of retirement with University funds, nor may they use University funds after the point of retirement for this purpose.

12.5.2 Access to Retiree Health and Dental Insurance

Brown University provides access to group post-retirement health and dental insurance for all eligible retirees and their spouses and/or partners. The University's Benefit's Office has the most up-to-date information on these [plans](#).