

**9-Month Faculty Separation Procedures**

This document is intended to provide standard procedures for the separation of 9-month faculty members so as to comply with the pay dates outlined in the Terms and Conditions of Employment for Faculty and ensure continuity of benefits as eligible. While 9-month faculty members serve a contract period of August 16 - May 15, earnings are distributed over a 12-month period from August 10 - August 9 with corresponding pay dates of September 1 - August 16. Schools/colleges are expected to adhere to the following separation and compensation procedures for 9-month faculty based on each scenario below.

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| 9-month faculty member **completes full contract period**, separating from VCU after May 15 (\*non retirement) | Department processes termination (TERME) action in Banner with an effective date of **August 9**. Normal pay and benefits eligibility continue throughout the summer. |
| 9-month faculty member **separates from VCU** **mid-contract period** (\*non retirement) | Department processes termination (TERME) action in Banner effective the last working date. [Deferred pay](https://insidehr.vcu.edu/faculty/new/) (located under “Teaching and Research Faculty” dropdown box) earned during the period worked (which would normally be spread out over the summer months) is distributed in a lump sum on the final paycheck. Employment ends effective with the termination date in Banner and any existing health and flexible spending benefits terminate on the last day of that month. Retirement contributions on deferred pay are made at the time of disbursement. |
| 9-month faculty member **retires** **from VCU** (at any point during the calendar year) | Department processes termination (TERME) action in Banner according to instructions provided by VCU Benefits. Deferred pay earned during the period worked is distributed in a lump sum on the final paycheck. Employment ends effective with the termination date in Banner and any existing health and flexible spending benefits terminate on the last day of that month. Retirement contributions on deferred pay are made at the time of disbursement. |
| 9-month faculty member separates from VCU after completing the full contract period and indicates **plans to assume a position at another Virginia state agency on a date between May 10 and August 9** | Department processes termination (TERME) action in Banner with an effective date of **August 9** and contacts VCU HR Operations to notify them that the faculty member will be employed in a state position at another agency. Normal pay continues throughout the summer but state health and flexible spending benefits through VCU terminate on the last day of the month in which the transfer occurs. If the transfer is effective on the first of the month, state health and flexible spending benefits through VCU terminate the previous day. |

Note: Separation of 10-month faculty should follow the same guidelines as above, but in accordance with the dates of the respective 10-month deferred pay cycle. Please consult with the Office of the Provost for guidance.