

The purpose of this tool is to provide a streamlined, secure channel for submitting formal separation notices directly to the Academic Personnel Office. By centralizing these submissions, we aim to enhance data accuracy, ensure timely reporting, and reduce manual processing for both departments and central administration.

Colleges and Schools are encouraged to use this portal immediately upon receipt of separation.

I. How to use Separation tool

This guide provides descriptions and formatting details for each field used in faculty separation records. It explains the purpose of each field, acceptable values, and examples where applicable. The expectation is to complete these fields thoroughly.

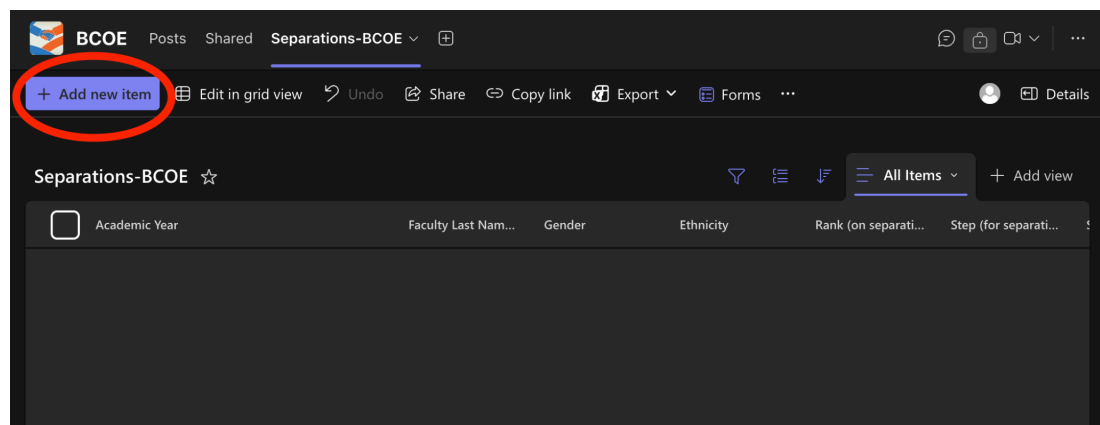
1. Go to <https://academicpersonnel.ucr.edu/college-tools>
2. Find your school and click on link for Separations

Reporting Tools for New Hires, Retentions and Separations

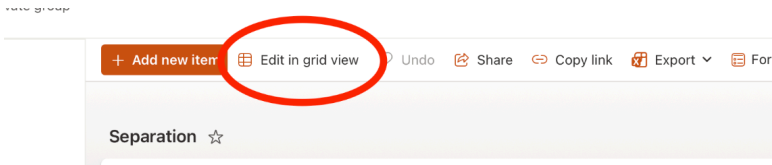
The New Hires, Retentions, and Separations reporting tools are real-time interfaces designed to monitor and track critical status changes for Senate faculty. These tools allow colleges and schools to provide accurate, real-time data to ensure internal systems and reporting remain current.



3. To add a New Entry click:
 - a. Add new Item



b. You may edit in grid view as well (as shown below) but it is not recommended as you may only add an attachment via the “add new item” screen



1. Enter values in following columns:

Academic Year

Description	Academic year faculty is separating
Example Value	25-26

Faculty Name (Last, First)

Description	Name of the faculty member separating
Example Value	Smith, Billy

Gender

Description	Gender of faculty member
Example Value	Woman
Allowed Values	Man, Woman, Nonbinary, Different Identity, Other (Manually Enter)

Ethnicity

Description	Ethnicity of faculty member
Example Value	CHINESE/Chinese American
Allowed Values (Ethnic group description from HRDW)	American Indian or Alaskan Native, Asian, Black or African American, Decline to state, Hispanic, Native Hawaiian or Pacific Islander, White, Other (Manually Enter)

Rank (on separation date)

Description	Faculty's current job title description
Example Value	Associate Professor
Allowed Values	Associate Professor Distinguished Professor Professor Assistant Professor Professor of Clinical <i>*May manually type in as well if Rank not listed*</i>

Step (for separation date)

Description	Faculty's step
Example Value	I
Allowed Values	AS, I, II, III, IV, V, VI, VII, VIII, IX

Separation Date

Description	Faculty's separation date
Example Value	06/30/2000
Allowed Values	mm/dd/yyyy

Primary College

Description	Name of faculty's primary college
Example Value	Bourns College of Engineering
Allowed Values	BCOE, CHASS, CNAS, School of Business, SPP, SOE, SOM

Department

Description	Name of faculty's primary department
Example Value	History
Allowed Values	Anthropology, Art, Biochemistry(see full list in SharePoint)

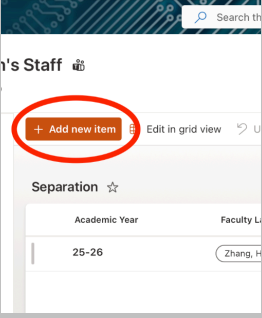
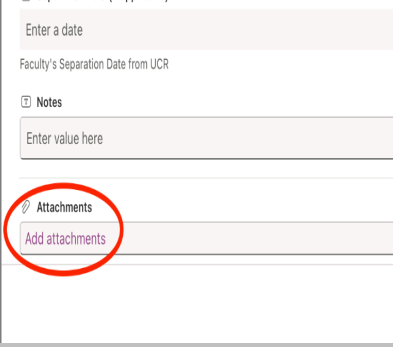
Separation Reason

Description	Separation reason
Example Value	Resignation (not health)
Allowed Values	Death Dismissal Expiration of Appointment Faculty Early Retirement Inactivity - (4) consecutive mos Layoff Resignation (health reasons) Resignation (not health) Retirement or Emeritus status UC Transfer with no service brk

Destination

Description	Where faculty will be going
Example Value	Retiring

Attachments

<p>Description</p>	<p>To attach a document (e.g. Separation Notice), user scrolls down to the bottom to Attachments. To add attachment after a record is created, the user double clicks on record and then scrolls down to the bottom to Attachments.</p>	
<p>Location</p>		

II. Contact Information

For questions related to Separation Tool and guide, please forward to:

Teresa Mason

Data, Technology, and Process Analyst

Academic Personnel Office | University of California, Riverside

Office: (951) 827-5036 | Email: teresa.mason@ucr.edu