

The purpose of this tool is to provide a streamlined, secure channel for submitting formal separation notices directly to the Academic Personnel Office. These tools allow colleges and schools to provide accurate, real-time data to ensure internal systems and reporting remain current.

**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.

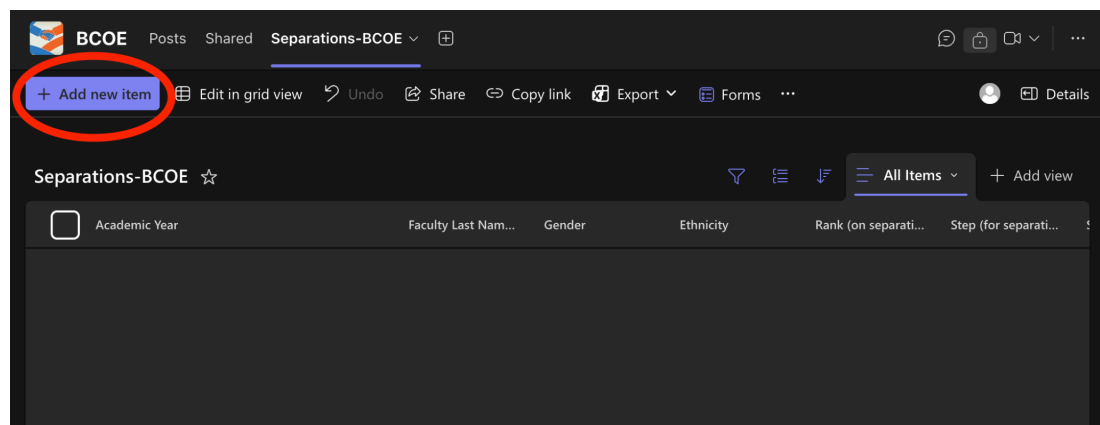
1. Go to <https://academicpersonnel.ucr.edu/college-tools>
2. Find your school and click on link for Separations

## Reporting Tools for New Hires, Retentions and Separations

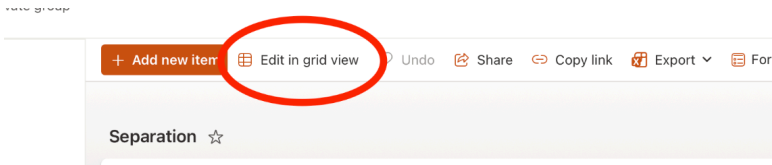
The New Hires, Retentions, and Separations reporting tools are real-time interfaces designed to monitor and track critical status changes for Senate faculty. These tools allow colleges and schools to provide accurate, real-time data to ensure internal systems and reporting remain current.



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

<b>Description</b>	<b>Academic year faculty is separating</b>
<b>Example Value</b>	25-26

### Faculty Name (Last, First)

<b>Description</b>	<b>Name of the faculty member separating</b>
<b>Example Value</b>	Smith, Billy

### Gender

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

### Ethnicity

<b>Description</b>	<b>Ethnicity of faculty member</b>
<b>Example Value</b>	CHINESE/Chinese American
<b>Allowed Values (Ethnic group description from HRDW)</b>	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)

<b>Description</b>	<b>Faculty's current job title description</b>
<b>Example Value</b>	Associate Professor
<b>Allowed Values</b>	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)

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

### Separation Date

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

### Primary College

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

### Department

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

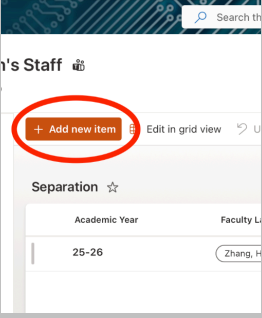
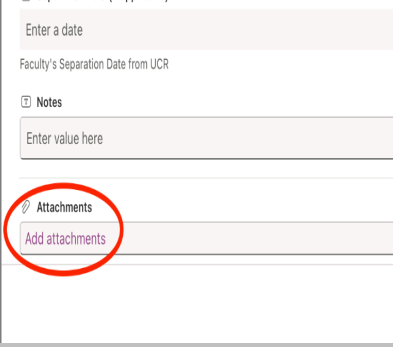
### Separation Reason

<b>Description</b>	<b>Separation reason</b>
<b>Example Value</b>	Resignation (not health)
<b>Allowed Values</b>	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

<b>Description</b>	<b>Where faculty will be going</b>
<b>Example Value</b>	Retiring

## Attachments

<p><b>Description</b></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><b>Location</b></p>		

## II. Contact Information

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

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