

SEPARATION POLICIES AND PROCEDURES

Volunteer Clinical Physician

- ❖ If a volunteer physician submits a written resignation, forward a copy of the resignation to the Dean's Office with the separation checklist. No department chair letter necessary.
- ❖ If the department wishes to separate a volunteer physician who has not resigned, follow the procedure below. Note that this is a two part procedure:
 1. It is the policy of the School of Medicine that prior to separating a volunteer clinical physician, the individual be informed in writing of the intent to separate him/her and the departments' justification for doing so (i.e. not meeting the annual 75 hour teaching requirement, unresponsiveness to requests, etc.). The letter must designate a time period in which the individual has to respond (i.e. 'if no response is received, your appointment will be terminated xx days from the date of this letter). This letter must be signed by the Department Chair.

A copy of this letter provides the School of Medicine with a record that the physician was contacted (or at least an attempt to contact was made) and not arbitrarily separated. This letter is then reviewed by the Senior Associate Dean and becomes part of the volunteer physician's permanent file. If the letter is returned by the post office indicating it is undeliverable, include the returned envelope with your request for separation as proof that an attempt was made to contact the individual prior to separation.

Note: It is good practice to send this intent to separate letters as certified mail because the certification slip then serves as documentation that the intent letter was sent should the envelope not be returned nor a reply received. If the letter is sent this way, please include a copy of the certified receipt in the separation packet.

2. The Department Chair must send a written request to Dr. F. Allan Hubbell asking that the individual be separated and identify the outcome from the initial intent notice (i.e. individual did not respond/ could not be contacted/ returned envelope enclosed/ etc.)

Please be sure that the Separation Checklist and all supporting documentation are included with the separation request when sent to the Dean's Office.

In the case of a joint appointment, the home department should notify the joint department of their intent to separate.