

## Academic Appointment & Employment Guidelines

### Academic Appointment Dates

Term	Academic Appointment Dates
Nine-Month Appointment	September 1 – May 31
Fall	September 1 – December 31
Spring	January 1 – May 31
Summer (tentative)	June 1 – August 31 Tentative, determined by Part of Term (POT)

### Faculty Separation

Faculty members intending to separate from Lamar University are required to submit formal written notice to their Department Chair, Dean and Provost. This notice must clearly specify the nature of the separation to ensure accurate administrative processing in accordance with university policies, benefits eligibility and faculty contractual obligations.

- Types of Separation:
  - Retirement: Faculty members may be eligible for retirement benefits, or healthcare benefits. Faculty members are encouraged to consult with Human Resources to review eligibility for retirement-related benefits and healthcare coverage.
  - Resignation: Faculty members voluntarily leave their position for reasons other than retirement, including but not limited to personal reasons, career changes, or relocation, among others are considered to have resigned. Faculty resigning from the university are generally not eligible for retirement-specific benefits.
- Standard Separation Dates:
  - If a faculty member is *not returning for the upcoming spring semester*, their separation effective date will be **December 31**, marking the end of the fall term.
  - If a faculty member is *not returning for the subsequent fall semester*, their separation effective date will be **May 31**, marking the end of the spring term.
- Salary Distribution Considerations
  - Faculty members on a 9-month appointment who elected the 12-month salary distribution and separate effective May 31 will be issued a lump sum payment for the remainder balance of their contractual salary.
  - Faculty eligible for *retirement* who have elected the 12-month salary distribution and retire effective August 31 will receive the remaining balance of their 9-month contractual salary through regular disbursements over the summer months.
- Summer Separation Considerations
  - Faculty members who are scheduled to teach during the summer term and plans to separate in that same period shall have their effective separation date aligned with the end date of the part-of-term (POT) in which their course is scheduled. This ensures compliance with contractual obligations and proper compensation