

Postdoctoral Scholars and Fellows Separation Guidelines

At the end of an appointment period or separation from FSU employment for any reason, in accordance with FSU policy, all original notebooks, computerized files and tangible research materials will be left in the home research laboratory or unit. Copies of all these tangible research materials can be made that have been generated by the scholar during his or her training. All keys, reference materials, technology devices, and other FSU owned property will be returned to appropriate divisions upon separation from the University. The hiring department should ensure the following documents are provided/completed prior to separation:

- [Employee Separation Checklist](#)
- For voluntary separations before the end of the appointment period, a letter of resignation should be submitted by the postdoctoral scholar/fellow with an effective date of resignation. The mentor or department head should formally accept the letter of resignation in writing.

A. Failure to Meet Obligations in Hiring Compact

1. In the event either the mentor or the postdoctoral appointee fail to meet obligations described in the hiring compact, the mentor or the postdoctoral appointee should schedule a meeting with the Office of Postdoctoral Affairs for consultation.
2. If the issues cannot be resolved with the Office of Postdoctoral Affairs, a referral may be made to Faculty Relations in the Office of Human Resources.

B. Terminations

1. Postdoctoral appointees are hired on the OPS pay plan. The OPS pay plan is at-will employment and the employee may be separated from employment at any time. Although notice is not required, a minimum of 10 days' notice of termination is recommended.
2. When a Postdoctoral appointee is terminated prior to the appointment/funding end date, or transfers to another position or department, a personnel action must be completed to avoid overpayment and unencumbered funds.
3. Terminations of Postdoctoral Scholars must be in compliance with all University policies and procedures. Therefore, before any termination, the department must contact the Office of Human Resources, Faculty Relations, at 850-645-2202 and will be required to articulate a legitimate business reason to justify a termination.