**Postdoctoral Scholars and Fellows Separation Guidelines**

**General Instructions**

**A. Terminations**

1. Terminations of Postdoctoral Scholars must be in compliance with all University policies and procedures. Therefore, before any termination, the department must contact the Faculty Relations Office in Human Resources, at 850-645-2202 and will be required to articulate a legitimate business reason to justify a termination.
2. 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.
3. When a Postdoctoral appointee is terminated prior to the appointment/funding end date, or transfers to another position or department, an [ePAF](https://omni.training.fsu.edu/sites/g/files/imported/storage/original/application/ce441b1298b2e1b75d3337cca13b05b5.pdf) must be completed to avoid overpayment and unencumbered funds.

**B. Separation Protocol**

1. 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. As deemed appropriate by the postdoc advisor, copies of tangible research materials and laboratory notebooks that have been generated by the scholar may be shared unless extenuating circumstances are raised such as intellectual property.
2. 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:

* **Letter of Resignation** (required)

*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.*

* [**Employee Separation Checklist**](http://www.hr.fsu.edu/PDF/Forms/SeparationChecklist_fill.pdf)(required)
* **Exit Interview** (optional)
* **Registration on Linkedin** (strongly suggested)

**C. Failure to Meet Obligations in Hiring Compact**

1. In the event either the postdoc advisor or the postdoctoral appointee fails to meet obligations described in the hiring compact, the mentor or the postdoctoral appointee should schedule a meeting, prior to initiating separation procedures, with the Departmental Postdoctoral Coordinator or Director for consultation. A directory of Postdoctoral Coordinator/Directors can be found [here](https://opda.fsu.edu/about-us/postdoc-department-coordinators). It is a good idea to reference the *Postdoctoral Scholar and Mentor Best Practices Document* (see postdoc handbook) to seek guidance as to potential means for resolution of the problem and to circumvent future problems from arising. Another good solution to seek resolution at this stage is to see counsel from a knowledgeable PDA Representative in your Department or inquire about general resources available at the Office of Postdoctoral Affairs.
2. If the issues cannot be resolved within the Department, and the Department Chairperson agrees the professional relationship is not reconcilable, the postdoc advisor or postdoctoral scholar should contact [Rebecca Peterson](mailto:rpeterson@admin.fsu.edu) in Faculty Relations Office in Human Resources, at 850-645-2202. An additional resource for postdoctoral scholars is the University Ombudsman, [Michelle Douglas](mailto:mbdouglas@fsu.edu) at 644-7950, whose role is to provide confidential and informal assistance to facilitate communication and resolve employment-based disputes.

Revised April 2021