All faculty who are planning to resign their appointment are expected to give notice in writing at least four months prior to the date on which they wish their appointment to terminate. Section L, on Resignation, of the Faculty Manual states:

A faculty member may terminate an appointment effective at the end of an academic year, provided that he or she gives notice in writing as early as possible, preferably before March 1. Faculty members not on academic-year appointments should give notice in writing at least four months prior to the date on which they wish their appointment to terminate. Faculty members resigning tenure appointments are expected to give at least six months’ notice. Waivers of notice periods may be negotiated by express consent of both parties.

Faculty who leave normally fall into one of two categories:

1. Faculty leaving academics on resignation.

Faculty who leave academics on resignation and no longer hold an equivalent or more advanced appointment at another academic institution will not be permitted to transfer any Vanderbilt equipment or funds unless an extramural sponsor requests such funds be transferred on termination.

All grants left at Vanderbilt will require a progress report before departure. Grants will remain on review for 90 days after the last known charge. At the end of 90 days, any unused funds will be returned to the sponsor. Interactions with extramural sponsors in closing a grant or contract will be coordinated by the Office of Grants Management and Research Contracts with appropriate input/signatures from the Office of Finance, and the Office of the Departmental Chair (including financial officer) of the faculty member’s primary appointment.

Other gift funds and equipment will remain in the Division of the departing faculty member. These resources may be reassigned by the Department Chair after consultation with the Dean.

Account receivables for clinical revenue will remain with the Department.
2. Faculty leaving for another academic appointment

A. Externally funded investigator-initiated research grants

Faculty who resign to take an equivalent or more advanced appointment at another institution are permitted to transfer external investigator-initiated research grants. Equipment funded by extramural grants awarded to the faculty member and necessary for continued progress on the incomplete funded research project also can be moved, but will require appropriate written documentation.

Requests for transfer of equipment (capital and non-capital) should be in writing and sent to the Department Chair no later than 14 days after the date of written notice of resignation. All equipment purchased with funds from the School, department, or division will remain at Vanderbilt. Equipment purchased with external funds will be considered for transfer to the faculty member’s new institution subject to sponsor requirements.

Requests for transfer of Research Funds to another institution should also be made in writing and sent to the Department Chair and Division Chief no later than 14 days after date of written notice of resignation. Fund transfers, where applicable, will be at the discretion of the Department Chair.

The Relinquishing Statement for federal grants should be prepared by the faculty member’s department administrative staff and submitted to the Department of Finance for approval. Before a final Financial Status Report (FSR) and Invention and Patent Statement will be issued, all applicable expenses to the grant must be paid. Therefore, federal funds approved for transfer will be held for a period of 90 days after the date of departure. The Department Business Administrator should complete the appropriate forms and submit them to the Department of Finance for approval. Copies of these documents will be provided to the Office of Grants Management and Research Contracts.

Non-federal funds approved for transfer will also be held for a period of 90 days after date of departure to ensure that all applicable expenses have been paid from the funds before being transferred to another institution. After the waiting period, the Business Administrator will submit a check request to transfer such funds to the Department of Finance for review and approval. Copies of these documents should be provided to the Office of Grants Management and Research Contracts, as appropriate.

Account receivables for clinical revenue will remain with the Department.

B. Multi-Investigator Grants

When a departing faculty member is a principal investigator on a multi-investigator grant (e.g., Program Project, Core Facility or Center Grant), the assignment of the new principal investigator will be made based on the most appropriate leadership to assure completion of the research. Often these decisions will require the involvement of the NIH and advisory
input from existing external and internal advisory committees. This activity will be coordinated by the Dean, the Associate Vice-Chancellor for Research, the chairs of the departments holding the grant, and the Office of Research.

C. Institutional Grants (e.g., shared equipment or other resource grants written on behalf of the institution)

These grants will be relinquished when a faculty member departs the institution. The Associate Vice-Chancellor for Research will make recommendations to the Dean and Vice-Chancellor for Health Affairs regarding the disposition/leadership of these institutional grants.

All faculty are generally expected to work all business days remaining in their post-notification term. Time away from Vanderbilt scheduled during the last quarter of an employment term needs the written approval of the Department Chair or his/her designee.

All radioactive and hazardous chemicals and biological materials must be disposed of in accordance with the University’s Department of Environmental Health and Safety.

The Business Administrator should attach the final PAF and a memo signed by the Chair that all expenses and inspections related to the departing faculty have been met (including, but not limited to lab space inspections and waste removal as required by Institutional Safety).

Pre-existing and approved departmental policies regarding account receivables payments will be extended for a two-year period through December 31, 2005.

The Dean may, upon unusual circumstances, grant exception to this policy.