

Diagram Key

- Faculty Member
- Department
- Dean's Office
- Office of the Provost

Non-Regular Separation
 Includes: teaching assistants, adjunct faculty (emeriti, term teaching faculty, and concurrent), postdocs, and visitors

START DOCUMENT DECISION TERMINUS PROCESS DATABASE

```

    graph TD
      FM[Faculty Member] --> A1((Faculty alerts department that they will not return OR))
      A1 --> A2((Contract ends and department decides faculty member will not be reappointed))
      A2 --> D1[(Chair or Admin sends notice letter of upcoming separation to Faculty member)]
      D1 --> D2[(Admin submits separation into Personnel Actions)]
      D2 --> D3[(Admin enters separation/resignation information into FileMaker Pro)]
  
```

The flowchart illustrates the process of non-regular separation, involving a Faculty Member, the Department, the Dean's Office, and the Office of the Provost. The process begins with a Faculty Member alerting the department, followed by a decision by the department, and then administrative actions including sending notice letters, submitting to Personnel Actions, and entering information into FileMaker Pro.