



SMD Faculty Departure Form

For completion by departing faculty
Submit completed form to primary department chair
Department upload to Academic Affairs as soon as completed

Name (Printed)/degree	
Primary Department/Division	
Faculty Title (i.e., Professor, Associate Professor, etc.)	
Last day of work	
Reason for leaving UR School of Medicine & Dentistry	<input type="checkbox"/> Retirement <input type="checkbox"/> Appointment ended <input type="checkbox"/> Leaving for position elsewhere <input type="checkbox"/> Deceased (Attach obituary or announcement) <input type="checkbox"/> Other: _____
If leaving for position elsewhere, please provide your forwarding contact information.	Employer Name: _____ Email: _____ Mailing Address: _____
I acknowledge that my faculty position at the UR School of Medicine and Dentistry will end effective on the date indicated above.	
Faculty signature _____ Date _____	

EXIT Interview Opportunity

We are offering a voluntary **confidential exit interview** to all interested faculty members departing SMD. Please choose from **one of the options** below:

___ Yes, I would like to participate in an IN-PERSON 1:1 interview.
Interviews will take approximately **30-45 minutes**.

Provide an email address for the Office of Wellbeing or the Office of Academic Affairs to contact you:

_____.

OR

___ Yes, I would like to participate in an ONLINE EXIT SURVEY
Link to RedCap Survey [here](#)

___ I do not wish to participate in an exit interview or on-line survey.

FOR DEPARTMENT USE ONLY

Date faculty departure initiated in MyURHR