

Off-Boarding: Communications



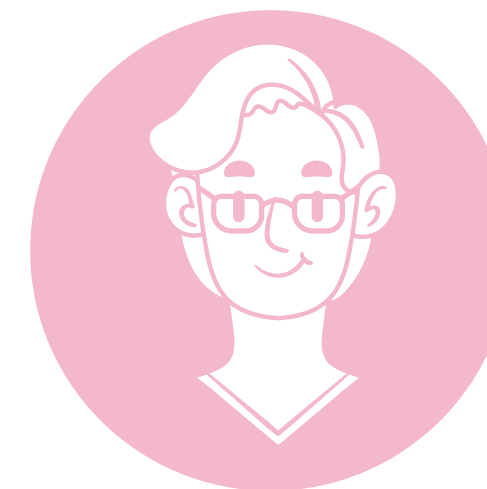
Notification: **Sponsor**

- The Sponsor will be informed about the impending end of tenure of the Academic Status Holder they oversee **three months before the end of tenure**. This notification will include the end date, the requirement for a final report, and the process for renewal or transition arrangements:
 - Email template established for use.



Notification: **Academic Status Holder**

- As the end of tenure approaches, an email will be sent **three months before their appointment concludes**, informing them of the impending end date and offering the opportunity to renew. For renewal, their report must be submitted to their Sponsor one month before the end of tenure. If they choose not to renew, their report should be submitted to their Sponsor and the Dean of P&R one month before their appointment ends.
 - Email template established for use*.



Off-Boarding: **Sponsor - Exit Checklist**

- To ensure continuity and maintain the integrity of our sponsorship processes, the exit checklist includes a step for transferring sponsorship accountability. This step ensures that all sponsorship responsibilities are appropriately reassigned before an employee's departure, preventing any disruption in the sponsorship workflow.

* In the event of termination: farewell email sent | OR | in the event of successful renewal: renewal email sent

The process is managed by the CNHS (P&R) College Support Officer. Please refer to the **Academic Status Holder Program: Operational Procedures Manual** for full outline of draft emails/letters.