

# SEPARATION OF FACULTY

**Policy Number: 4.1113**

Reviewed: 2000, 2003, 8/07 1/09, 3/14, 2/2025

*Revised: 1998, 3/12, 9/2023, 2/13/2025, BOT Approved 3/3/2025*

- **Resignation:**

- A full-time (non-administrative) faculty member, with or without a faculty contract/agreement, wishing to resign must give at least one-hundred and twenty (120) days' notice, in writing, to the Program Administrator/Director.
- A part-time academic faculty member wishing to resign before the ending date of their faculty contract period, must give at least one-hundred twenty (120) days' notice, in writing, to the Program Administrator/Director before their course is scheduled to start.

- **Non-Reappointment:**

A full-time (non-administrative) or part-time academic faculty member will be notified in May of each year if he/she will not be offered an appointment for the next academic year. Non- reappointment to a specific course may not mean non-reappointment as a part-time faculty member. The faculty member may be offered the opportunity to teach a different course within the program in an area where he/she may have demonstrated more appropriate skills. As a courtesy to the faculty member, such notification is done in person or by a telephone call with a follow-up email and/or note placed in the faculty member's file.