



## **FACULTY RESIGNATIONS AND CONCLUDING RESPONSIBILITIES**

### **Policy Number: CU-AA-68**

#### **PURPOSE**

This policy has been enacted to establish expectations for faculty submission of timely resignations in recognition of the university's responsibility to maintain a full complement of faculty throughout the academic year.

#### **SCOPE**

This policy is applicable to faculty, regardless of rank.

#### **POLICY**

It is the policy of Concord University to expect a faculty member, who is resigning or not intending to accept re-appointment, to give reasonable, written notice of resignation and to fulfill the individual's departing obligations to the university.

#### **IMPLEMENTATION**

The Provost and/or Chief Human Resources Officer (CHRO) may develop administrative processes, procedures, or forms for administering this policy.

#### **PROCESS**

A faculty member intending to leave employment at Concord University must provide a statement of resignation at the "earliest opportunity" to the proper Department Chair, with a copy provided to the College Dean and Office of Human Resources (HR). The College Dean will notify the Provost, who in turn, will inform the President. The President, Provost, College Dean, or CHRO may make written acceptance of the resignation of a Concord University faculty member.

#### **Concluding Responsibilities**

Faculty terminating employment shall fulfill any outstanding academic responsibilities, which include but are not limited to:

- A. Providing electronic or printed materials containing grades for students in the faculty member's courses.
- B. Delivering student advising materials, if applicable, to the department's Program Associate.
- C. Making arrangements with the Department Chair and/or College Dean to take care of incomplete grades.
- D. Turning keys and other departmental property over to the Program Associate or the Department Chair. Computer hardware is to remain in the faculty member's office.

Departing faculty members shall also fulfill any other obligations to the university, which include completing the off-boarding process administered by the Office of Human Resources. HR will coordinate the employee's exit process with other offices to assure departing obligations are

addressed.

**RESPONSIBILITY FOR IMPLEMENTATION**

The Provost and CHRO shall have primary responsibility for monitoring professional compliance.

**AUTHORITY FOR INTERPRETATION**

The final authority for interpretation of this policy rests with the Provost.

**AMENDMENTS**

This Policy may be amended to change names, links to information and contact information without resorting to the rulemaking process.

Federal and State laws, rules and regulations change. Any portion of this policy may be modified in practice to ensure the due process rights of the individuals involved are provided and to conform with any current Federal and State law, rules and regulations. Subject to the institution's rulemaking policy, the institution will change this policy to conform to the most current laws and regulations within a reasonable time of discovering the change.

**REFERENCE/ AUTHORITY**

This policy supersedes CU-AA-68, dated May 4, 2018

HEPC Series 9, Section 8.1/ Faculty Resignations

Supersedes any conflicting Concord University Faculty Handbook sections on faculty resignations and concluding responsibilities.

**APPROVAL**

Intent to Plan/Revise Approved by the Board of Governors: April 20, 2021

Approved by the Board of Governors: June 15, 2021

Effective Date: June 15, 2021