7.18 Policy for Faculty Notice of Resignation

Policy 7.18

Volume 7 Faculty Affairs
Chapter 18 Policy for Faculty Notice of Resignation
Responsible Office: Faculty Affairs
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Revised: by BOR 1964-65; 1970-71; 1974-75; 1980-81

Policy Statement

This policy describes the procedures to follow when a faculty member wishes to resign from his/her position at Georgia Health Sciences University.

Reason For Policy

Georgia Health Sciences University has a tripartite mission of education, research, and service to the citizens of the State of Georgia and beyond. Faculty, both tenured and non-tenured, are requisite to that mission. Thus, procedures must be in place to allow for faculty to be replaced or duties reassigned in order to prevent interruption in fulfillment of the mission. This policy describes procedures that faculty must follow if they intend to resign from their position at Georgia Health Sciences University.

Entities Affected By This Policy
All faculty of Georgia Health Sciences University, both tenured and non-tenured, are covered by this policy.

Who Should Read This Policy

All faculty, both tenured and non-tenured, should be aware of this policy. All Section and Program Chiefs, Department Chairs, Deans, and senior administration must know and understand this policy.

Contacts

<table>
<thead>
<tr>
<th>Contact</th>
<th>Phone</th>
<th>e-mail/URL</th>
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<tbody>
<tr>
<td>Vice President for Instruction &amp; Enrollment</td>
<td>706-721-</td>
<td><a href="http://www.georgiahealth.edu/aaaffairs/associate/">http://www.georgiahealth.edu/aaaffairs/associate/</a></td>
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<td>Management &amp; Associate</td>
<td>3096</td>
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<td>Provost for Academic Affairs</td>
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<td>Faculty Affairs Coordinator</td>
<td>706-721-</td>
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<td>1072</td>
<td><a href="http://georgiahealth.edu/faculty/office/index.html">http://georgiahealth.edu/faculty/office/index.html</a></td>
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Related Documents

Board of Regents Policy Manual Section 803.06:

http://www.usg.edu/regents/policymanual/800.phtml

BOR Minutes, 1964-65, pp. 614-16

BOR Minutes, 1970-71, pp. 685-87

BOR Minutes, 1974-75, pp. 304-13
BOR Minutes, 1980-81, p. 137

Overview

This policy contains the procedures to be used by tenured faculty should said faculty member choose to resign from his/her faculty position at Georgia Health Sciences University.

This policy describes the procedures to be used by Georgia Health Sciences University regarding renewal or non-renewal of annual contracts for non-tenured faculty of Georgia Health Sciences University.

Process/Procedures

A. Tenured Faculty

All tenured faculty members employed under written contract for the fiscal or academic year shall give at least sixty days written notice of their intention to resign to the President of Georgia Health Sciences University or to his/her authorized representative.

B. Non-tenured Faculty

1. Each year, on or before the dates specified in Regents' tenure regulations, the President of Georgia Health Sciences University or his/her authorized representative, shall advise, in writing, all non-tenured faculty who have been awarded academic rank (instructor, assistant professor, associate professor, professor) and who are employed under written contract whether an employment contract for the succeeding academic year will be offered to them. Such written notice shall be delivered by hand or by certified mail, to be delivered to the addressee only, with receipt to show to whom and when delivered and the address where delivered.

2. Notice of intention to renew or not to renew a non-tenured faculty member who has been awarded academic rank (instructor, assistant professor, associate professor, professor) shall be furnished, in writing, according to the following schedule:

   a. at least three months before the date of termination of an initial one-year contract;

   b. at least six months before the date of termination of a second one-year contract;

   c. at least nine months before the date of termination of a contract after two or more years of service in the institution.
This schedule of notification does not apply to persons holding temporary or part-time positions, or persons with courtesy appointments, such as adjunct appointments.

1. Non-tenured faculty and other non-tenured personnel employed under written contract shall be employed only for the term specified in the contract, and subsequent or future employment, if any, shall result solely from a separate offer and acceptance requisite to execution of a new and distinct contract.

**Responsibilities**

The responsibilities each party has in connection with Academic, Research, and Student Affairs Policy 7.18, Policy for Faculty Notice of Resignation, are:

<table>
<thead>
<tr>
<th>Tenured Faculty</th>
<th>Must give at least 60 days written notice of intention to resign from tenured faculty position at Georgia Health Sciences University.</th>
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<tbody>
<tr>
<td>President of Georgia Health Sciences University or authorized representative</td>
<td>Must advise, in writing, all non-tenured faculty as to whether an employment contract will be offered for the following year according to the schedule contained within this policy.</td>
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