

RESIGNATIONS OF EMPLOYMENT

A faculty or staff member has a duty to give early notice of his or her resignation, including the proposed effective date of the resignation. Generally, notice should be given in written or electronic form to the individual's supervisor or to the administrative head of the department to which the individual is assigned. If notice is given verbally, the individual's supervisor or the administrative head of the department to which the individual is assigned should, as soon as practical, send a written communication to the individual acknowledging receipt of the verbal notice. The supervisor or administrative head shall give a formal response to the notice (either an acceptance or rejection) to the employee within five (5) working days of receipt of the notice of resignation. When the written acceptance of the resignation is forwarded to the individual submitting his/her resignation, the resignation becomes final.

Each campus, division or unit is responsible for establishing an appropriate process consistent with this policy for the acceptance or rejection of the resignation.

September 14, 2018 (Revised)

March 9, 1984 (Revised)

September 17, 1982