

Termination of Employment

Full-time members of the faculty who plan to resign or retire at the end of the academic year must give the appropriate academic Dean a written statement of this intention no later than March 1.

In order to preserve institutional integrity, the employment of a faculty member on tenure or one whose term contract has not yet expired may be terminated at any time for the following reasons: financial exigency, curricular exigency (which includes such reorganization of the academic structure as may eliminate the department or discipline of the affected faculty member), medical circumstances, or cause. "Cause" is defined as: (1) incompetence; (2) insubordination in the performance of contractual responsibilities; (3) academic dishonesty; (4) ethical misconduct; (5) sexual harassment; or (6) sexual misconduct.

Full-time members of the faculty not on permanent tenure are notified in writing by the President or by the appropriate academic Dean of the decision not to reappoint them. The schedule for such notification is as follows:

1. Not later than March 1 of the first academic year of service, if the appointment expires at the end of that year; or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination.
2. Not later than December 15 of the second academic year of service, if the appointment expires at the end of that year; or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination.
3. At least twelve months before the expiration of an appointment after two or more years in the institution.

The University reserves the right to terminate appointments on shorter notice in circumstances of financial exigency.

When faculty members separate from the University, they must turn in keys, grade books, all University property in their possession, and other relevant items to the department chair (or Dean if the faculty member is a department chair) before receiving their final paycheck.

Any balance owed the University will be deducted from the final paycheck.