

## **Contract Notifications Non-Renewals vs Resignations**

**Guidelines for when the intent to resign has been conveyed or when notification of resignation is received**

The institutional Faculty Contract Renewal reports are distributed to Chairpersons/ Directors according to an Institutional schedule based upon BOR Policy 8.3.4 (Notice of Employment and Resignation) notification schedule.

The appropriate Chairpersons/Directors are to review and signify the contract renewal decision by placing an "X" in the "Yes" or "No" column on report. The following "Note" is included on all of the Procedures for the "Preparation and Distribution of the Contract Notifications (Renewal / Nonrenewal)":

Note: When indicating the contract renewal decision on the report, please keep in mind that the question is not if the faculty member will be here for the next contract year; but, what is the contract renewal decision of the Chairman/Director following the faculty evaluation process. Prior knowledge of voluntary resignations should not be reported as a "nonrenewal" of a contract. If "No" is checked, a letter to the faculty member will be sent informing them that a contract will not be offered to them for the following year.

If the contract decision is checked "No," there may be circumstances that will warrant changing the termination reason from nonrenewal to resignation and the letter of nonrenewal not submitted to the faculty member. This will always be initiated at the Department Chair/Director level and should be in concurrence with the Dean of the College, the Vice President for Academic & Faculty Affairs, the Executive Vice President for Academic Affairs & Provost, and the General Counsel/Legal Advisor to the President. Upon concurrence the following are guidelines to facilitate the process:

Once the decision of nonrenewal has been made prior to the delivery of the nonrenewal letters, the Chair may accept a written notification of resignation from the faculty member:

- the faculty member will provide the Department Chair and/or Director with a written notice of resignation;
- If accepted, the chair will respond with a written acceptance of the resignation (may write "Accepted", the date of acceptance, and signature of Department Chair and/or Director on the resignation letter from the faculty member) with copy to faculty member.
- Submit a 'Terminate Employee' ePAR, indicating the appropriate termination reason.