

Separation from the College

Faculty members terminating their employment at the College, whether before or at the end of their contract, must complete and file with the Personnel Services Office the College's Departure Clearance Form (Attachment A).

Faculty members voluntarily terminating their service with the College before the end of their contract are expected to provide notice to their department chair and the provost as early as possible, and in all cases by at least one month from the end of their last contractual term exclusive of summer session. For most faculty members the effective date is May 1. In case of hardship or emergency, the College may, but shall not be obligated to, waive the notice requirement.

College policy on dismissal of faculty members for cause, or because of financial emergency or discontinuance of their academic unit, is stated in the College By-Laws, ARTICLE SEVEN, Section Eleven, paragraphs J through M, pages 22-24.