

STOCKTON UNIVERSITY



PROCEDURE

Resignation/Release from Contract for Faculty and AFT Professional Staff

Procedure Administrator: Associate VP for Human Resources
Authority: N.J.S.A. 18A-64-8
Effective Date: March 7, 1977; May 30, 2009; September 22, 2010; December 29, 2018
Index Cross-References: Policy VI-10.2: Unclassified Staff and Faculty – Terms of Appointment
Procedure File Number: 6110
Approved By: Harvey Kesselman, President

Resignation in Good Standing/Release from Contract

All AFT (SFT) employees who decide to leave the employ of the University at the conclusion of a contract are expected to do so by submitting their intent to resign in writing to their immediate supervisor. Faculty members are expected to give similar notice of the decision to resign their appointments. Except in the case of a resignation due to health or other reasons beyond the control of the employee, faculty members are expected to continue to serve until the completion of the academic year or for the term of their appointment

Employees who desire to resign their appointments prior to the conclusion of an executed contract should submit a written request for release from their contract to their supervisor who will review and recommend the request through the subsequent levels of supervision to the University President.

The President shall review the request and submit a recommendation to the Board of Trustees. The employee will be notified of the action taken by the Board.

Review History:

	Date
Associate VP for Human Resources	12/04/2018
General Counsel	12/19/2018
Cabinet	12/19/2018
President	12/29/2018