

#### **3359-20-03.4 Terminating employment Concluding university employment.**

**(A) — Nonreappointment and termination of regular faculty.**

~~The nonreappointment and termination of regular faculty is detailed in paragraph (E) of rule 3359-20-03.7 of the Administrative Code and the collective bargaining agreement between the university of Akron and the American association of university professors, the university of Akron chapter, which became effective in 2005 for bargaining unit faculty members. For the process of appeal for non-bargaining unit members see paragraph (N) of rule 3359-20-03.7 of the Administrative Code; appeal rights for bargaining unit faculty are found in the collective bargaining agreement.~~

**(B) — Resignations.**

~~(1) — Any faculty member or member of the administrative staff who proposes to resign from the university of Akron should give notice early enough to avoid serious interruption to the university operation, the length of time necessarily varying with the circumstances of the faculty member's particular case, but the minimum time should be four months before termination of employment.~~

~~(2) — It is understood that a faculty member may resign within thirty days after notification of appointment for the following year with no implications of ethical breach.~~

~~(3) — A member of the administrative staff should give notice at least by February 1.~~

**(C) — Retirement.**

~~The retirement policy is detailed in paragraph (F) of rule 3359-09-02 of the Administrative Code.~~

**(A) Retirement or resignation.**

Any faculty member or member of the administrative staff employee who proposes to retire or resign from the university of Akron should give notice early enough to avoid serious interruption to the university

operation, the length of time necessarily varying from the circumstances of the ~~faculty member's~~ employee's particular case but the minimum time should be four months before termination of employment. For details, see rule 3359-20-034 of the Administrative Code.

~~(D)~~(B) Terminating employment (procedures) Clearance memorandum.

- ~~(1)~~ — A faculty member resigning from the university addresses a letter of resignation to the dean. An administrative officer addresses a letter of resignation to the appropriate administrative supervisor.
- (2) Before leaving the university through retirement or resignation, a ~~regular or full-time auxiliary faculty member~~ an employee must get a clearance memorandum from the department chair or dean. This memorandum is evidence that the ~~faculty member~~ employee has turned in all grades, accounted for departmental ~~books~~, supplies and property, turned in keys, and satisfied all other obligations to the university. The clearance memorandum is given to the office of the associate vice president/controller and is that office's authorization to issue any final payment check due.

Effective: ~~June 25, 2007~~

Certification: \_\_\_\_\_  
 Ted A. Mallo  
 Secretary  
 Board of Trustees

Prom. Under: 111.15

Statutory Auth: Ch. 3359

Rule Amp: Ch. 3359

Prior effective dates: 11/27/89, 7/20/90, 5/22/91, 9/16/96, 10/14/01, and 12/28/01, 6/25/07