



## Faculty Termination Policy

Area:	Division of Academic Affairs	Number:	321.08
Applies to:	Division of Academic Affairs	Issued:	May 23, 2013
Sources:	Board of Regents Policy Manual, Section 8.6	Revised:	
		Reviewed:	August 9, 2018
Policy Owner:	Provost and Vice-President for Academic Affairs	Page(s):	1

### I. Policy Statement

Faculty members in their first year whose employment is not to be continued shall be given written notice that their contract will not be renewed three months prior to the expiration of the contract period (February 1<sup>st</sup>). Those in the second contract year will be notified six months before the end of the contract period (November 1<sup>st</sup>). Non-tenured faculty in their subsequent years receive written notification at least nine months before the date of termination of the contract if an employment contract for the succeeding year will not be offered them (August 1<sup>st</sup>).

The president of the University may at any time remove any faculty member or other employee for cause provided that the institution has complied with procedural due process requirements. Written notice will clearly state the charges which the president has found sustained and shall notify such person that he/she may apply for discretionary review as provided for in Policy 8.6 [of the *Board of Regents Policy Manual*]. The letter must be sent by certified mail and receipted.