

Procedure #	AA-422-P01	Revision #	02
Accessibility level	A	Effective date	01/20/2021

### Faculty Resignation Procedure

1. A faculty member shall resign or express their contract nonrenewal intent in writing to the Chair of the respective department at least two months ahead the beginning of any class or the end of the contract.
2. The chair refers the resignation to the department council for approval.
3. The resignation, along with the recommendations of the department council is then referred to the dean of the college, who, in turn, refers them to the college council.
4. The dean refers the resignation and the recommendations of both councils to the Chancellor, who refers them to the University Council for approval.
5. The resigned faculty member shall be informed of the University Council decision within a period not exceeding eight weeks from the resignation submission date. Otherwise, it shall be considered acceptable and shall continue his work until the end of the semester in which the resignation was submitted.
6. The resigned faculty member shall continue to serve until he is accepted by the date specified by the Council decision.
7. The Council informs the HR Department and the Payroll of the decision to make the necessary arrangements and carry out the subsequent procedures.

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