

## FACULTY RESIGNATION POLICY

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Accessibility level	A	Effective date	01/20/2021

### 1. Scope

This policy applies to all full-time faculty members at FBSU.

### 2. Definitions

- 2.1. Resignation is the voluntary termination of employment by the employee.
- 2.2. Notice period is the time period between the receipt of the letter of resignation and the end of the last working day at FBSU, which is outlined in the contract of employment.

### 3. Policy

- 3.1. Faculty members employed under written contract 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. The University Council may derogate from the time requirement if it deems it justified. The council issues its decision regarding the resignation after consulting the department and college councils concerned.