

ROCKY MOUNTAIN COLLEGE

FACULTY POLICY

SECTION: Faculty

NUMBER: F-001-01-0013

SUBJECT: Resignations

DATE: 4/2009

I. POLICY

- A. A faculty member has thirty calendar days after receiving a contract for the next academic year to submit a written resignation to the academic vice president of the College. This action terminates the individual's appointment at the end of the current academic year.
- B. A faculty member who has not submitted a signed contract by the end of the thirty-day period is considered to have resigned, unless that faculty member has submitted a written request for extension and the academic vice president has approved that request.

II. REVIEW AND RESPONSIBILITIES

Responsible Parties: Faculty

Review: Bi-annually on or before May 31st

III. APPROVALS

Approved:

Faculty Chair _____
Date: _____

Approved:

Chair, Board of Trustees _____
Date: _____