

NOTICE OF RESIGNATION FOR FACULTY

Send original to the Office of Human Resources

I, _____, A# _____ resign from my employment with South Texas College.

My last day of employment will be (mm/dd/yy) _____

Reason: (Select all that apply)

Resignation: Reason _____ OR Retirement

Current Fiscal Year Letter of Appointment was fulfilled.

Letter of Appointment has not yet been commenced, attached please find a written request to be released.

Adjunct/Dual Credit/Lecturer Faculty assignment – Letter of Appointment Not Applicable.

As per **Board Policy 4118**, To resign in good standing, a faculty member employed under a Letter of Appointment whose term has not yet commenced, shall be required to file a written request to be released from the Letter of Appointment with the Office of Human Resources or the President’s designee not later than the 45th calendar day before the effective date of letter of appointment of the following academic year. A written resignation mailed by prepaid certified or registered mail to the Office of Human Resources, the President or the President’s designee at the post office address of the College is considered filed at the time of mailing. A faculty member employed under a Letter of Appointment may request a release from the Letter of Appointment in good standing at any other time with the approval of the President or the President’s designee. A faculty member, administrative, or executive employee who does not resign in good standing shall not be eligible for re-employment.

<https://admin.southtexascollege.edu/president/policies/pdf/4000/4118.pdf>

I understand that I am responsible to attend an exit interview with the Office of Human Resources and comply with the exit procedures set forth in the Employee Exit Procedures. (http://hr.southtexascollege.edu/forms/policies/policies_exit_procedure.pdf)

Employee Signature _____ Date _____

Approved *Not Approved* _____ Date _____

Program Chair Signature

Approved *Not Approved* _____ Date _____

Dean Signature

Equal Employment Opportunity

South Texas College is an equal education and equal employment opportunity/affirmative action employer. As an equal opportunity employer, the College does not discriminate on the basis of race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, disability, genetic information, or veteran status. Discrimination is prohibited and the College will comply with all applicable College policies, and state and federal legislation. This policy extends to individuals seeking employment with and admission to the College.

FOR HUMAN RESOURCES USE ONLY:

Employee Class: _____ Title _____ Position/Suffix: _____

Eligible for re-employment *Not eligible for re-employment as per Board Policy 4118*