

DISCONTINUATION OF FACULTY AND SEVERANCE OF APPOINTMENT

Policy Number: HR 120

Responsibility:

A faculty member may discontinue service at the College in the following ways:

- Retirement
- Resignation
- Non-renewal of appointment
- Termination

Retirement

A faculty member is expected to notify his/her administrator regarding his/her appointment at least six months prior to planned retirement. Additionally, s/he should follow the retirement procedures of the Kettering Health Network. Information regarding retirement plans may be obtained from the KHN Human Resources Department.

Resignation

A faculty member should notify his/her administrator as soon as possible, but at least one term before the date of resignation. Procedures for terminating from the College are obtained from the KHN Human Resources Department.

Non-Renewal of Appointment

Reasons for Non-renewal of Appointment

- Closure of the program, division, or the College.
- Curricular changes resulting in no further need for the faculty member's services.
- Physical or mental inability to perform faculty functions for a continuous period of more than 120 days.
- Inability to perform adequately the contracted and assigned responsibilities.
- Behavior warranting corrective action, which is outlined in the Discipline section.

Termination

Dismissal may occur during a contract cycle for behavior warranting corrective action, which is outlined in the Discipline policy.

Procedure for Termination of an Administrative Appointment

Administrative appointees, such as Deans and Divisional Directors, serve at the pleasure and sole discretion of the College administration and may be discontinued, with or without cause, upon the recommendation of the appointees' administrator and President of the College. Under these circumstances, the supervising administrator would request a letter of resignation before the recommendation for discontinuation is processed.

Procedure for Termination of Full-Time or Part-Time Faculty Appointment

The Chairperson/Divisional Director recommends to the Dean for Academic Affairs and the President the specific faculty appointments to be discontinued with supporting reasons.

The Dean for Academic Affairs and the President may either (1) reject the recommendation, or (2) concur and send to the faculty member written notice, not less than 90 days prior to the proposed termination date. In the same letter, the faculty member is notified of the appeals procedure through which the faculty member may contest the termination. In lieu of written notice, three months' salary and benefits will be awarded.

The faculty member receiving a discontinuation notice is obliged to fulfill the terms of the current appointment. This does not prevent mutual agreements for earlier termination.

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LAST REVISED:

REPLACES:

APPROVED BY: Kettering College Board

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