

OSU INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES

Resignations, Suspensions, and Dismissals for Faculty and Exempt Staff	3-012 FISCAL SERVICES August 2013
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POLICY

- 1.01 Faculty and exempt staff are employed at the request of the appropriate unit leader and with the approval of the President and, when applicable, the President of the OSU System and the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges.

PROCEDURES

- 2.01 Faculty and exempt staff are employed on an "at will" basis.
- 2.02 When a faculty or exempt employee resigns from employment, he or she should give the unit leader as much notice of the intent to resign as possible so that satisfactory arrangements can be made for a replacement.
- 2.03 All resignations by faculty and exempt staff are requested in writing and should include the reason(s) for the action and be transmitted to the appropriate unit leader or other administrator.
- 2.04 No faculty or exempt staff employee shall be absent from duty without authorized leave, except in cases of sickness or emergency. If a faculty or exempt staff employee is absent without authorized leave of absence for three consecutive workdays shall be deemed to have abandoned the position and to have resigned from OSU Institute of Technology.
- 2.05 If it becomes necessary or desirable to suspend or dismiss from employment a faculty or exempt staff member, professional courtesy shall be observed by the appropriate administrator(s) as well as by the faculty or exempt staff member affected. Faculty and exempt employees with a continuing appointment who are suspended or dismissed from employment have the right of appeal through the official grievance policy (see *3-001 Employment Probationary Period*).
- 2.06 In all cases of dismissal of a faculty or exempt staff member, the particulars of the case will be documented and kept on permanent file in the employee's personnel file in the Human Resources Office.
- 2.07 Upon request of the unit officials, the staff of the Human Resources Office will serve in an advisory capacity in matters of dismissal considerations.

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- 2.08 All cases of dismissal must have prior approval from the President. A request to dismiss is to be made to the Human Resources Office who will submit to the President for approval.

Approved: August 1996
Revised: October 2005
Revised: August 2013