

# STOCKTON UNIVERSITY



## PROCEDURE

### Resignation/Release from Contract for Faculty and AFT Professional Staff

Procedure Administrator: Associate Vice President for Human Resources Authority: N.J.S.A. 18A-64-8  
Effective Date: March 7, 1977; May 30, 2009; September 22, 2010; December 29, 2018; December 16, 2021  
Index Cross-References: Policy VI-10.2: Unclassified Staff and Faculty – Terms of Appointment  
Procedure File Number: 6110  
Approved By: Dr. Harvey Kesselman, President

### Resignation in Good Standing/Release from Contract

All AFT (SFT) employees who voluntarily leave the employ of the University prior to the conclusion of a contract shall submit their intent to resign in writing to their immediate supervisor. Faculty members shall also provide notice of their decision to resign their appointments to their immediate supervisor. Except in the case of a resignation due to health or other unexpected reason beyond the employee's control, the employee is expected to continue to serve until the completion of the academic year or for the term of their appointment.

Employees who intend to resign their appointments prior to the conclusion of an executed contract, should submit a written request for release from their contract to their supervisor who will review and recommend the request through the subsequent levels of supervision to the University President.

The President shall review the request and submit a recommendation to the Board of Trustees.

#### Review History:

	Date
Procedure Administrator	10/29/2021
Divisional Executive	11/10/2021
General Counsel	11/18/2021
Cabinet	12/16/2021
President	12/16/2021