

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES LETTER

**Resignations, Suspensions, and Dismissals for Faculty
and Administrative/Professional Staff**

**3-012
FISCAL SERVICES
July 2009**

POLICY

- 1.01 Faculty and Administrative/Professional 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 A&M Board of Regents for the University.

PROCEDURES

- 2.01 Faculty and Administrative/Professional Staff will not be offered a written employment contract, but are employed on an "at will" basis.
- 2.02 When a Faculty or Administrative/Professional 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 Administrative/Professional 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 Administrative/Professional employee shall be absent from duty without authorized leave, except in cases of sickness or emergency. Any Faculty or Administrative/Professional employee who is absent without authorized leave of absence for three consecutive workdays, shall be deemed to have abandoned the position and to have resigned from Oklahoma State University Institute of Technology.
- 2.05 If it becomes necessary or desirable to suspend or dismiss from employment a Faculty or Administrative/Professional staff member, professional courtesy shall be observed by the appropriate administrators as well as by the Faculty or Administrative/Professional staff member affected. Faculty and Administrative/Professional employees with a continuing appointment who are suspended or dismissed from employment have the right of appeal through the official grievance policy (see Employment Probationary Period Policy, 3-001).
- 2.06 In all cases of dismissal of a Faculty or Administrative/Professional 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.

Approved: August 1996
Revised: October 2005
Revised: July 2009