# 1560.150 FACULTY RESIGNATIONS

Professional employees work under annual contracts, and resignations would normally take place at the end of the academic year. Professional ethics suggest that academic employees would notify the appointing authority as soon as possible of their intent not to continue employment past the end of the academic year. Letters of notification should be submitted to the president with a minimum one-month notice or at least by March 31. Copies of the letter should also be submitted to the appropriate dean, associate dean, and the human resources director.

Moved from old manual

Supersedes 3.A.07

Last reviewed: 9/20/19

Procedure contact: Human Resources

Related policies and procedures

 1500.550 [Early Notification of Resignation or Retirement Procedure](https://www.wvc.edu/humanresources/policies-procedures/500-human-resources/1500.550-early-notification-of-resignation.html)