

Title: Retirement or Resignation of Faculty Member Policy

Policy Statement:

A faculty member and the University have mutual responsibility to fulfill the conditions of a contract between them. Notice of the intent to retire shall be submitted by the faculty member as soon as possible, normally before the beginning of the last academic year of full-time service. Likewise, notice of the intent to resign shall be submitted by the faculty member as soon as possible, no later than the end of the last academic year of full-time service.

Definitions:

N/A

Procedures:

A faculty member who intends to retire from the University shall do so by letter addressed to the President of the University, providing a copy of that letter to the Provost, to the appropriate Dean, and where applicable, to the Chair of the Department.

A faculty member who intends to resign from the position shall do so by letter addressed to the Provost, providing a copy of that letter to the President of the University, to the appropriate Dean, and where applicable, to the Chair of the Department.

Related Policies:

- [Contractual Agreements with Faculty Members](#)
- [Non-reappointment of Faculty Member](#)
- [Professional Ethics](#)
- [Progressive Discipline](#)
- [Retrenchment of Faculty](#)

Related Committees:

N/A

Policy History:

07/01/89 - Reaffirmed with publication of Faculty Manual

02/18/11 - Revision approved by the President of the University as recommended by the Policy Committee of the University.

07/16/21 – Recommendations to revise the wording of this policy for clarification purposes were made by the Academic Council at their 7/14/21 meeting and approved by the President of the University on 7/16/21.

This University Policy appears in the following section(s) of the Policies and Procedures Manual, Faculty Handbook, Personnel Handbook, Student Handbook and Board of Trustees Handbook, as noted:

MARYWOOD UNIVERSITY POLICIES AND PROCEDURES

**Mary Theresa Gardier Paterson, Esquire
Secretary of the University and General Counsel**