

Permanent Separations for Academic Appointees

ACA-52



About This Policy

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Responsible University Office:

University Faculty Council

Responsible University Administrator:

Board of Trustees, Indiana University

Policy Contact:

Susan McCammon

Assistant Vice Provost, Director of Academic Personnel Policies and Services

smccammo@indiana.edu

Scope

Policy Statement

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Scope

All academic appointees.

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Policy Statement

Resignation

Prompt notice of resignation should always be given. In no case should a notice of resignation be submitted later than May 15 or 30 days after receiving notification of the terms of continued employment the following year, whichever date occurs later. When negotiations which may lead to a resignation are in progress, a faculty member is expected, wherever feasible, to keep his or her chairperson or dean informed of the progress of such negotiations.

(Administrative Practice)

Retirement

Occasion Of Retirement

Each campus arranges an occasion in the spring of each academic year to honor academic appointees who are retiring, along with those already retired.

(Faculty Council, May 15, 1956)

Status And Privileges

The campuses of Indiana University extend various privileges to retired appointees. There is, of necessity, some variation from campus to campus, so interested individuals should consult the campus-specific documents.

(Administrative Practice)

Employment of Retirees

Persons who have retired under the 18-20 plan or the regular retirement program are not eligible for re-hiring by the University. This policy applies to early retirees as well as those who have reached full retirement from any plan.

Exceptions may be made for retired academic or non-academic appointees at the invitation and option of the University on a year-to-year basis. The re-employment of such persons shall be exclusively on the basis of ability to perform in response to the actual needs of the University in teaching, research and related areas. At the option of the University, a complete physical examination may be required when such re-employment is under consideration.

(Administrative Practice)

Non-reappointment**Official Notice Of Non-Reappointment**

For lecturers, faculty members, and librarians on full-time appointments, notice of non-reappointment shall be given in writing in accordance with the following standards:

1. Not later than February 1 of the first academic year of service, if the appointment expires at the end of that year; or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination.
2. Not later than November 15 of the second academic year of service, if the appointment expires at the end of that year; or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination.
3. At least twelve months before the expiration of an appointment after two or more years in the institution.

(Faculty Council, December 3, 1968; Board of Trustees, July 27, 1969)

Discharge for Cause**Dismissal From The Faculty Or Libraries**

Dismissal shall mean the involuntary termination of a tenured faculty member's or librarian's appointment prior to retirement or resignation, or the termination of the appointment of a non tenured faculty member or librarian prior to the expiration of the term of appointment. *Dismissal* is thus to be distinguished from the *non-reappointment* of a probationary faculty member. Dismissal shall occur only for reason of (a) incompetence, (b) serious personal or professional misconduct, or (c) extraordinary financial exigencies of the University. No faculty member or librarian shall be dismissed unless reasonable efforts have been made in private conferences between the faculty member and the appropriate administrative officers to resolve questions of fitness or of the specified financial exigency. If no resolution is attained, the faculty member or librarian to be dismissed shall be notified of dismissal in writing by the Vice President or Provost or President one year before the date the dismissal is to become effective, except that a faculty member or librarian deemed guilty of serious personal misconduct may be dismissed upon shorter notice, but not on less than ten days' notice. Upon receipt of the dismissal notification, a faculty member or librarian must be accorded the opportunity for a hearing. A statement with reasonable particularity of the grounds proposed for the dismissal shall be available in accordance with the provisions of the Faculty Constitution. A faculty member or librarian shall be suspended during the pendency of dismissal proceedings only if immediate harm to himself, herself, or others is threatened by continuance. Any such suspension shall be with pay.

(Faculty Council, December 3, 1968; Board of Trustees, July 27, 1969)