



Policy Title Resignation of Faculty Member	Original Adoption Date 07/01/2016	Policy Number HR-740
Responsible College Division/Department Human Resources	Responsible College Manager Title Chief of Human Resources & Talent Development	
Policy Statement The district board may, upon request, release a staff member from contract if the individual is physically incapable of continuing in service, if in the judgment of the district board there is opportunity for the individual's professional advancement which warrants it, or if emergency situations exists which make such release reasonable. Any Faculty member who wishes to be released from a signed contract shall submit a letter to the Board with a copy to Human Resources. Faculty members shall be released from their contracts by the Board upon payment of the contract release fee if being assessed. The fee is \$1,000 if the resignation is within 10 weeks prior to the start of Fall or Spring semester (see instructional calendar for specific semester start dates). The President may at its sole discretion waive the fee or reduce it. Reinstated: 7/1/2016		
Reason for Policy		
Historical Data, Cross References and Legal Review Reviewed/Revised: 07/01/16; 09/08/17 Legal Counsel Review and Approval: N/A Board Policy: III.B. People Treatment		
Definitions		