
APPLIES TO: All faculty and those with administrative appointment

ISSUED: January 14, 2025

KEYWORDS: retirement, resignation, appointment, non- renewal, termination, faculty

EFFECTIVE: January 14, 2025

PURPOSE: To define rationales and procedures for the discontinuation of appointment and/or severance of employment as a Kettering College ("College") faculty member or of an administrative appointment.

DEFINITION OF TERMS IN THIS POLICY:

1. **Administrative appointment:** a role and/or responsibility assigned to an employee that includes management and oversight (in part or whole) of departmental, programmatic, and/or institutional operations (e.g., dean, associate dean, department chair ["chair"], program/track director ["PD"], clinical coordinator ["coordinator"], etc.)

POLICY DETAILS:

A faculty member may discontinue service at the College in the following ways:

Retirement: A faculty member is expected to notify their supervisor regarding their appointment at least six months prior to planned retirement. Additionally, s/he should follow the retirement procedures of Kettering Health. Information regarding retirement plans may be obtained from the KH Human Resources Department.

Resignation: A faculty member should notify his/her supervisor as soon as possible, but at least one term before the date of resignation. Procedures for terminating from the College are obtained from the KH Human Resources Department.

Non-renewal of appointment: Reasons for Non-renewal of Appointment include,

- Closure of the program, division, or the College.
- Curricular changes resulting in no further need for the faculty member's services.
- Physical or mental inability to perform faculty functions for a continuous period of more than 120 days.
- Inability to perform adequately the contracted and assigned responsibilities.
- Behavior warranting corrective action, which is outlined in the KH and College Conduct and Discipline policies.

Termination: Dismissal may occur during a contract cycle for behavior warranting corrective action, which is outlined in this and the KH and college's Conduct and Discipline policy.

PROCEDURES:

For Termination of an Administrative Appointment

Deans and divisional directors serve at the pleasure and sole discretion of the College administration and may be discontinued, with or without cause, upon the recommendation of the appointees' administrator and President of the

College. Under these circumstances, the supervisor may offer the faculty member the opportunity to provide a letter of resignation before the recommendation for discontinuation is processed.

For faculty members whose administrative appointment is integrated within their annual contract (e.g., associate dean, chair, PD, coordinator, etc.), discontinuation of appointment may occur during the contract year with cause, as defined in the College's Conduct and Discipline policy. Compensation, workload release, and any other benefit associated with that administrative appointment will be discontinued when/if the administrative appointment is.

If there is no cause for the discontinuation of administrative appointment within the contract year, the faculty member will continue to receive the compensation, though not workload release or other benefit, through the end of that contract period.

Discontinuation of administrative appointment shall not deprive a faculty member of a faculty appointment, except in cases that result from the application of the College's Conduct and Discipline policy and process as applied to faculty or other applicable policy.

For Termination of Part- or Full-Time Faculty Appointment

The chair/divisional director recommends to the Dean for Academic Affairs ("DAA") and the President the specific faculty appointments to be discontinued with supporting reasons.

The DAA and the President may either:

1. reject the recommendation, or
2. concur and send to the faculty member written notice, not less than 90 days prior to the proposed termination date. In the same letter, the faculty member is notified of the appeals procedure through which the faculty member may contest the termination.

In lieu of written notice, three months' salary and benefits will be awarded. The faculty member receiving a discontinuation notice is obliged to fulfill the terms of the current appointment. This does not prevent mutual agreements for earlier termination.

RESOURCES/REFERENCES:

Related KH Policy: KH Conduct and Discipline; KH Appeal

Maintained by: Office of Academic Affairs

HISTORY OF REVISION:

Original date: Faculty Handbook 2014-2015

Revision dates: March 24, 2017; January 14, 2025