

Employment Periods	Procedure Number	UA-PTC AR 405.4.1
	Effective Date	Jan 1, 2019

1.0 PURPOSE

1 The following employment periods are established to govern employment with the UA – Pulaski Technical College.

2.0 REVISION HISTORY

2 Adopted on:
3 Revised on:
4 Supersedes:

3.0 PERSONS AFFECTED

Faculty and staff

4.0 DEFINITIONS

5 Dismissal – Dismissal is severance from employment for cause after administrative due process.

6 Termination – Termination is the general term to describe severance of employment from the College.
7 Termination may be by resignation, retirement, dismissal, non-reappointment, termination of convenience, or
8 expiration of appointment.

9 Termination for Convenience – Termination for convenience is the right of UA-PTC to terminate an employee’s
10 employment at any time and for any reason upon thirty (30) days advance written notice to the staff or
11 administrative employee and sixty (60) days written notice to faculty.

5.0 PROCEDURE

12 A. Administrative Employees

13 The Chancellor shall serve at the pleasure of the President. Vice chancellors and Directors shall serve at the
14 pleasure of their Chancellors, unless otherwise provided by contract. Employees in such positions may be
15 dismissed for cause or terminated for convenience. Termination for convenience shall be effected by a notice,
16 in writing, thirty days (30) in advance thereof.

17 B. Faculty Employees

18 Faculty members may be terminated at any time, or dismissed for cause under the procedures specified in
19 UA-PTC Policy 405.1.1. Termination for convenience is effected through the giving of a notice, in writing, of that
20 action at least thirty (30) days in advance of the date the employment is to cease.

C. Staff Employees

21 All staff employees of the College, whether full-time, part-time, extra help or otherwise, may be terminated at
22 any time or be dismissed for cause under procedures specified in UA-PTC Policy 405.1.2.

23 Termination for convenience is effected through the giving of notice, in writing, of that action at least thirty (30)
24 days in advance of the date the employment is to cease.

D. Procedure

25 The Chancellor shall approve procedures to be followed by the College for utilization in the processing of
26 personnel action forms for each employee or for such other system or method of electronic or data entry
27 record keeping or automated information system of employees. The procedures shall be designed to indicate
28 for each employee the employee's title, salary amount and the fact of current employment with the College
29 subject to this academic rule on employment periods. The procedures shall also provide a means for
30 communicating this information to employees.

REQUIRED APPROVALS	NAME/SIGNATURE/TITLE	DATE
Originator(s):	UA-PTC Review	Oct 2018
Ratified by:	UA-PTC Provost	Dec 2018
Recommended by Chancellor (Signature)	Margaret Ellibee	Jan 1, 2019
UA Policy Alignment	405.4	