

**UCF-3.0122 Resignation and Nonrenewal of Non-unit Faculty and Administrative and Professional Staff Members.**

(1) Resignation by the Employee.

- (a) Non-unit Faculty and Administrative and Professional (“A&P”) staff members shall give one month’s written notice of resignation if possible.
- (b) Failure to provide at least two (2) weeks’ written notice of resignation will result in the designation of the employee as ineligible for rehire, except in cases of medical or family emergency, or where the employee’s early departure is approved by the University.
- (c) Employees are required to work their resignation notice period unless on approved leave of absence. Failure to work during the resignation notice period will result in the designation of the employee as ineligible for rehire.

(2) Nonrenewal by the University.

- (a) Non-unit administrative faculty and A&P staff members have no expectation of continued employment beyond the terms listed herein. These employees may be given a notice of nonrenewal for any reason, subject to the notice provisions herein. Notice is provided to allow time for the employee to seek other employment, either with UCF or elsewhere.
- (b) The University reserves the right to terminate employment. An employee may be notified of nonrenewal at any time during their employment, and this supersedes any term provisions of an appointment or contract.
- (c) Nonrenewal means an employee is given written notice of termination of the employment relationship with the University after the end of the applicable notice period as set forth below.

(3) Notice periods

- (a) Non-unit Faculty and A&P staff members with up to 6 months of employment in their current pay plan, may be given two weeks' notice terminating the employment relationship. Two weeks' pay may be given in lieu of notice.
- (b) Non-unit Faculty and A&P staff members with at least six months but fewer than 12 months of employment in their current pay plan may be given two months' written notice terminating the employment relationship.
- (c) Non-unit Faculty and A&P staff members with at least 12 months but fewer than 24 months of employment in their current pay plan, may be given three months' written notice terminating the employment relationship.
- (d) Non-unit Faculty and A&P staff members with two or more years of employment in their current pay plan may be given six months' written notice terminating the employment relationship.

(4) The decision to nonrenew a University employee shall not be based on constitutionally or statutorily impermissible grounds.

(5) Following receipt of the notice of nonrenewal, the employee may be reassigned to other duties and responsibilities. Regardless of a reassignment, however, the employer is committed to compensate the employee until the effective date of nonrenewal.

(6)(a) Notwithstanding paragraph (2) above, no notice need be provided to employees (i) who are on "soft money" (e.g., contracts and grants, sponsored research funds, and grants and donations trust funds) with less than five continuous years of service on such "soft money" appointments in their current pay plan or (ii) who are on a Visiting Appointment. For employees on "soft money" with five years or greater of such continued service in their current pay plan,

ninety (90) days' notice shall be provided contingent upon funds being available in the contract, grant or fund.

- (b) Each such employee referenced in paragraph (a) above shall have the following or an equivalent statement included in an appointment document or employment agreement: "Your employment is a Visiting Appointment or is funded by 'soft money' as defined in Regulation UCF-3.0122 and may cease with little or no notice."

(7) Notwithstanding any of the above, employees hired on Executive Service appointments may have their employment terminated with sixty (60) days' written notice.

*Authority: BOG Regulation 1.001. History--New 4-30-81, Formerly 6C7-3.122, Amended 1-6-93, 4-23-03, 7-16-07; Formerly 6C7-3.0122, Amended 5-7-09, 8-25-14.*