

California State University, Long Beach

POLICY STATEMENT

November 15, 1983

Number: 80-03
(Revised)

File: Employment Status

SUBJECT: REQUEST FOR CHANGE IN EMPLOYMENT STATUS

This policy statement, recommended by the Academic Senate at its meeting of November 29, 1979, and approved by the President on February 29, 1980, and modified in conformance with the Unit 3 Memorandum of Understanding in August 1983, is as follows:

REQUEST FOR CHANGE IN EMPLOYMENT STATUS

"Mobility of faculty members among colleges and universities is rightly recognized as desirable in American higher education. Yet the departure of a faculty member always requires changes within his institution, and may entail major adjustments on the part of his colleagues, the administration, and students in his field."* Therefore, consistent with AAUP policy and except by agreement with the University, a faculty member should not request a change in employment status (e.g., leaves, resignations, or retirement) any later than June 1 for the subsequent fall semester and November 15 for the subsequent spring semester. A faculty member should give due consideration and timely notice, when feasible, to appropriate University officers when requesting a temporary or permanent change in his/her employment status.

A faculty employee, on a leave of absence without pay, shall notify the Associate Vice President for Employee Relations no later than April 1 of his/her intention to return to duty at the beginning of the academic year or no later than October 1 of his intention to return to duty at the beginning of the spring semester.

* From the Statement on Recruitment and Resignation of Faculty Members, adopted by the Association of American Colleges in January, 1961, AAUP Policy Documents and Reports, 1977 Edition.

Effective: Fall 1980

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Academic Senate Office

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