

FACULTY SEVERANCE/CHECK-OUT PROCEDURE:

Council of Deans

Minutes of the Meeting of May 3, 2000

1. The Committee discussed the process of identifying faculty members who teach one semester at the University, have a break in service, and then return to teach again. Some regularly teach in alternate semesters; some teach only for one semester.

It was resolved that with part-time faculty, the severance/check-out procedure should be undertaken through the dean's office. It will be the responsibility of the deans/chairs to ensure that such faculty surrender their keys, university equipment, and return library books, etc.

Also, a list of their part-time faculty should be sent annually to appropriate deans, who should review the list and strike out those who are no longer employed so that such people do not retain EIS accounts and other such privileges.