

## Permanent Separations for Academic Appointees

ACA-52

Date: 1969

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**Language updates in blue; new material / policy changes in red**

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### Scope

All academic appointees.

### Policy Statement

#### A. Resignation.

1. An academic appointee shall give reasonable advance ~~Prompt~~ notice of resignation to the chief administrator of the academic unit so that the instructional programs of the unit are not adversely affected. When a resignation will become effective at the end of an academic year, notice should ~~always~~ be given. ~~In no case should a notice of resignation be submitted later than~~ prior to May 15 or 30 days after receiving notification of the terms of continued employment the following year, whichever date occurs later.

~~2. When negotiations which may lead to a resignation are in progress, a faculty member is expected, when feasible, to keep his or her chairperson or dean informed of the progress of such negotiations.~~

#### B. Retirement

1. Indiana University has no mandatory retirement age for academic appointees.

2. An appointee who intends to retire shall give reasonable advance notice to the chief administrator of the academic unit so that the instructional programs of the unit are not adversely affected. In most cases, notice should be given a year in advance so the unit has time to recruit qualified candidates to fill the appointee's position.

3. ~~Occasion of retirement.~~ Each campus should arrange ~~s~~ an occasion in the spring of each academic year to honor academic appointees who are retiring, along with those already retired..

4. ~~Status And Privileges.~~ The faculty governance organization of departments, schools and campuses The campuses of Indiana University may extend local various privileges to retired appointees. There is, of necessity, some variation from campus to campus, so interested individuals should consult the campus-specific documents. in addition to those given to retirees generally by the university.

5. ~~Persons~~ Academic appointees who have retired under the 18-20 plan or the regular retirement program are not eligible for re-hiring by the University This policy applies to early retirees as well as those who have reached full retirement from any plan. while receiving payments under the plan. Exceptions may be made for All other retired academic or non-academic appointees at the invitation and option of the University on a year-to-year basis. The re-employment of such persons shall be may be re-hired at the discretion of the university on an adjunct or visiting basis. exclusively on the basis of ability to perform in response to the actual needs of the University in teaching, research and related areas. At the option of the university, a complete physical examination may be required when such re-employment is under consideration.

#### C. Non-reappointment.

1. The non-reappointment of tenure-track faculty during the probationary period is covered under ACA-22, Reappointment and Non-Reappointment During Probationary Period.

~~1. Official Notice Of Non-Reappointment.~~ 2. For **non-tenure-track** lecturers, faculty members, and librarians on **year-to-year** full-time appointments, notice of non-reappointment shall be given in writing in accordance with the following standards:

a. Not later than February 1 of the first academic year of service, if the appointment expires at the end of that year; or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination.

b. Not later than November 15 of the second academic year of service, if the appointment expires at the end of that year; or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination.

c. At least twelve months before the expiration of an appointment after two or more years in the institution.

3. For **non-tenure-track faculty with multi-year appointments**, notice of non-reappointment shall be given in writing at least twelve months before the expiration of the term of the appointment. The notice does not reduce the time remaining in the appointee's current term and separation does not occur until the end of that term.

#### D. Discharge for Cause: **Involuntary Dismissal From The Faculty Or Libraries of tenured academic appointees**

1. **Involuntary dismissal of tenured academic appointees** ~~refers to~~ shall mean the involuntary termination of employment of a tenured faculty member's or librarian's appointment prior to retirement or resignation, ~~or the termination of the appointment of a non-tenured faculty member or librarian prior to the expiration of the term of appointment.~~ Dismissal is thus to be distinguished from the non-reappointment **during the** of a probationary ~~period.~~ ~~faculty member.~~

2. **On July 27, 1969, the Board of Trustees enacted the following policy:** Dismissal shall occur only for reason of (a) incompetence, (b) serious personal or professional misconduct or (c) extraordinary financial exigencies of the University. No **academic appointee** ~~faculty member or librarian~~ shall be dismissed unless reasonable efforts have been made in private conferences between the **appointee** ~~faculty member~~ and the appropriate administrative officers to resolve questions of fitness or of the specified financial exigency. If no resolution is attained, the **appointee** ~~faculty member or librarian~~ to be dismissed shall be notified of dismissal in writing by the ~~Vice-President~~ **Chancellor** or Provost or President one year before the date the dismissal is to become effective except that an **appointee** ~~faculty member or librarian~~ deemed guilty of serious personal misconduct may be dismissed upon shorter notice, but not on less than ten days' notice. Upon receipt of the dismissal notification, an **academic appointee** ~~faculty member or librarian~~ must be accorded the opportunity for a hearing. A statement with reasonable particularity of the ground proposed for the dismissal shall be available in accordance with the provisions in the Faculty Constitution. An **appointee** ~~faculty member or librarian~~ shall be suspended during the pendency of dismissal proceedings only if immediate harm to ~~himself, herself,~~ **the appointee** or others is threatened by continuance. Any such suspension shall be with pay.

3. **The hearing required by paragraph 2 shall be held by a campus faculty board of review.**

4. In any case in which the position of an academic appointee with tenure has been ~~eliminated or has~~

~~been removed from the jurisdiction of the university~~, the university will make every reasonable effort to place the appointee in a comparable position elsewhere in the university or at another institution.

#### E. Involuntary dismissal of non-tenured academic appointees

1. Involuntary dismissal refers to termination of employment of a non-tenured appointee prior to the expiration of the term of appointment.
2. Involuntary dismissal shall occur only for reason of (a) incompetence, (b) serious personal or professional misconduct, or (c) extraordinary financial exigencies of the University.
3. No appointee shall be dismissed for incompetence unless all reasonable efforts have been made in private conferences between the appointee and the appropriate administrative officers to resolve the question of fitness.
4. No academic appointee shall be dismissed for extraordinary financial exigency unless all reasonable efforts have been made by appropriate administrative officers to resolve the financial issue or appoint the individual to a comparable position elsewhere in the university.
5. An academic appointee notified of involuntary dismissal must be accorded the opportunity for a hearing before a faculty board of review.
6. An academic appointee may be suspended during the pendency of dismissal proceedings by the Provost/Chancellor only if immediate harm to the appointee or others is threatened by continuance. Any such suspension shall be with pay.

#### REASON FOR POLICY

The end of an academic career is as important as the beginning. The mutual rights and responsibilities of academic appointees and university administrators must be spelled out to make the process transparent. In 1969, the Trustees enacted a policy governing the dismissal of a tenured faculty member, which serves as the model for this policy.

#### DEFINITION

**Personal or professional misconduct:** Conduct that has been determined to violate a misconduct policy of the university or a campus which has been enacted or approved by a faculty governance organization, including UA-03, Sexual Misconduct; ACA-30, Research Misconduct, ACA-33, Code of Academic Ethics, and campus policies on personal misconduct. [link].