

6C7-3.0122 Resignation and Non-reappointment 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 written notice of resignation if possible.

(b) Failure to provide at least two (2) weeks written notice of resignation will result in the employee being designated as ineligible for rehire, except in cases of medical or family emergency, or where the employee’s early departure is approved by the University.

(2) Non-reappointment by the University.

(a) Non-unit administrative faculty and A&P staff members have no expectation of continued employment beyond the terms of non-reappointment listed herein. These employees may be given a notice of non-reappointment for any reason, subject to the reasonable 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 an appointment contract. An employee may be notified of non-reappointment at any time during the term of the appointment contract, and this supersedes any term provisions of a contract.

(c) Non-reappointment 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)(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 three 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 six months written notice terminating the employment relationship.

(d) Non-unit Faculty and A&P staff members with two or more years of employment may be given twelve months written notice terminating the employment relationship.

(4) The decision not to offer further appointment to a University staff member shall not be based on constitutionally or statutorily impermissible grounds.

(5) Following receipt of the notice of non-reappointment, a University staff member 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 non-reappointment.

(6)(a) Notwithstanding paragraph (d) above, for employees who are on “soft money,” e.g., contracts and grants, sponsored research funds, and donations trust funds with less than five continuous years of service on such “soft money” appointments in their current pay plan, no notice need be provided. 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) All such employees referenced in paragraph (a) above shall have the following statement included in their employment contracts: “Your employment is funded by ‘soft money’ as defined in paragraph 6C7-3.0122(6)(a), F.A.C., and may cease with little or no notice as provided therein.”

(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 Resolution dated January 7, 2003. History—New 4-30-81, Formerly 6C7-3.122, Amended 1-6-93, 4-23-03.