



EMPLOYEE TERMINATION

Effective Date: June 19, 2009
Responsible Office: Human Resources
Division: Operations

Reviewed Date: August 5, 2020

I. PURPOSE/OBJECTIVE

To ensure that employees understand that faculty/unclassified positions are not guaranteed for any specific period of time.

II. STATEMENT OF POLICY

All faculty and unclassified staff shall hold their appointment at the will or the pleasure of the President and the Board of Supervisors for the University of Louisiana System. The annual approval of the budget and personnel documents designating the salary and other personnel benefits for employees shall not constitute an implied nor expressed agreement for continued employment throughout that fiscal year but are executed or approved solely for the purpose of budgeting and associated fiscal and administrative matters. Employees appointed to unclassified positions are not guaranteed employment for any specified period of time.

A. NON-TENURED FACULTY

An appointment carries no assurance of reappointment, promotion, or tenure. Reappointments are made solely at the discretion of the institution with the approval of the Board. The non-reappointment of a faculty member does not necessarily reflect on the faculty member's work record or behavior. The determination to reappoint, or not to reappoint, should be based upon a review of the specific conditions relating to the position. The Dean is responsible for instituting action that ensures that each tenure-track faculty member is reviewed for renewal each year. Unless an appointment is of a temporary nature for a fixed term, notice that a probationary appointment is not to be renewed shall be given to the faculty member in advance of the expiration of the appointment as follows:

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

2. Not later than December 15 of the second academic year of service if the appointment expires at the end of that academic year, or at least six months in advance of its termination.
3. At least 12 months before the expiration of an appointment after two or more years of uninterrupted service at the institution.
4. Instructors on fixed-term appointments (specifying beginning and ending dates), lecturers, and other special appointees are employed on term contracts and are not covered by A.1, A.2, and A.3 above.

B. FACULTY

Tenured faculty may be terminated for cause. Cause for discharge, termination of contract, or demotion in rank shall consist of conduct seriously prejudicial to the College or University system such as infraction of law or commonly accepted standards of morality, insubordination, violation of institutional or Board rules and regulations, neglect of duty, incompetence, or other actions that impair the discharge of duties and the efficiency of the institution. Financial exigency also constitutes cause. The foregoing enumeration of cause shall not be deemed exclusive. However, action to discharge, terminate, or demote shall not be arbitrary or capricious, nor shall it infringe upon academic freedom.

Upon the recommendation of the University Senate, the President has appointed a standing University committee of faculty members (the Tenured Faculty Committee) who shall hear charges against accused faculty and forward their findings and recommendations to the President who shall make a final determination. The committee has determined that its function is to provide due process in cases involving action taken by the University which could result in the discharge, termination of contract, or demotion in rank of a tenured faculty member. The committee will meet at the request of the President to provide the faculty member with a peer review. It is not the function of the committee to initiate action on its own or to hear cases referred by anyone other than the President.

The member of the academic staff who has exhausted due process procedures at the institutional level may petition the Board within 30 days when the institution is in session for a review and no official action shall be taken by the institution until a final determination is made by the Board.

C. UNCLASSIFIED ADMINISTRATIVE STAFF

Unclassified staff members serve in their positions at the pleasure or will of the Board of Supervisors for the University of Louisiana System. At-will employees (all non-classified, non-faculty employees) who have accepted employment with the university have entered into an “employment at-will” agreement. Under this agreement, employees are free to resign at any time, with or without cause or reason. Similarly, Grambling State may terminate the employment relationship at any time, with or without prior notice.

D. CLASSIFIED EMPLOYEES

The president or his designee has the authority to hire or dismiss any classified employee in compliance with state law and appropriate Civil Service Commission regulations. All such action shall be deemed approved by the System Head and Board and no further action by either shall be required.

E. CRISIS LEAVE

Retiring or resigning unclassified employees may donate their unused sick or annual leave hours to the crisis leave bank upon their separation. Retiring or resigning classified employees may donate their unused annual leave upon their separation.

F. ISSUANCE OF FINAL PAYCHECK

Separating employees must complete the **Authorization For Issuance of Final Pay Check (“Exit Form”)** to confirm receipt of final paycheck. The purpose of the form is to establish whether the separating employee has obtained clearance from all University officials and departments indicated on the form. Upon receipt of the completed form, the Controller’s Office is authorized to issue the final paycheck.