

Oklahoma State University Policy and Procedures

**EMPLOYMENT AND RESIGNATION FOR ADMINISTRATIVE
AND PROFESSIONAL STAFF**

**3-0726
BUSINESS &
FINANCE
SEPTEMBER 21,
1981**

INTRODUCTION AND GENERAL STATEMENT

1.01 While it is widely understood that A & P Staff personnel in many ways parallel the Faculty of the University, there are many significant differences that set the A & P Staff personnel apart from the Faculty. Since these demonstrable differences exist, it becomes desirable to publish certain policies and procedures unique to the A & P Staff personnel of the University.

PURPOSE AND SCOPE

2.01 In order to maintain a records system that is accurate and usable in the fulfillment of statutory requirements for statistical reporting, this section is published as a guideline.

2.02 These policies and procedures statements are applicable to all A & P Staff personnel assigned to all agencies of the University.

UNIVERSITY POLICY AND/OR PROCEDURES

3.01 A & P Staff personnel are employed at the pleasure of the appropriate Dean, Director or Department Head, and at the pleasure of the Vice President, the President, and the Board of Regents for the University. Except in rare and very special cases, A & P Staff personnel will not be offered a written employment contract, but are employed on an "until further notice" basis.

3.02 A & P Staff personnel are not eligible for academic tenure predicated upon the A & P Staff employment. In cases in which an A & P Staff member has earned academic tenure in a college or academic department prior to accepting A & P employment, such tenure may be maintained subject to the rules of academic tenure. However, the tenure is in the academic college or academic department, and it shall not be applicable to the A & P Staff position.

3.03 When an A & P Staff member resigns from employment with the University, he or she should give the Department Head as much notice of the intent to resign as possible in order that satisfactory arrangements can be made for a replacement. Since affirmative action requirements necessitate posting the vacancy and the recruitment period is lengthy, one month of notice of resignation will be considered as minimal with two months notice considered desirable.

3.04 All resignations tendered by A & P Staff personnel shall be in writing and transmitted to the appropriate Department Head or other administrator. It is recommended that the reasons for the resignation be contained therein.

3.05 Replaced by Policy 3-0720, Corrective Action and Dismissals for Staff.

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APPROVED: August 31, 1981