

Augusta University

Policy Library

Voluntary Resignation by Faculty

Policy Manager: Office of Faculty Affairs

POLICY STATEMENT

Any faculty members employed under written contract for the fiscal or academic year shall give at least sixty (60) calendar days written notice of their intention to resign to the direct supervisor as well as the President of the institution or his or her designee.

That requirement notwithstanding, any faculty member employed under written contract for the fiscal or academic year who is absent for ten (10) or more consecutive business days without written approval from the faculty member's direct supervisor may be considered to have abandoned the position and voluntarily resigned from the institution. If the institution determines that the faculty member has done so, it must notify the faculty member in writing and give the faculty member an opportunity to respond. Each institution must have a process to review extenuating circumstances of the absence. (BOR 08.03.04.01)

Notwithstanding the above, if the faculty member's absence is determined to be for reasons beyond the faculty member's control and the faculty member notifies their direct supervisor as soon as practicable, the faculty member will not be considered to have abandoned his or her academic position.

AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

- Alumni Faculty Graduate Students Health Professional Students
 Staff Undergraduate Students Vendors/Contractors Visitors
 Other: None.

DEFINITIONS

Job Abandonment: Failure to report to work for 10 or more consecutive business days without documented approval from the academic department chair or unit head.

Direct Supervisor: The academic department chair or unit head. In the case of non-departmentalized units, the direct supervisor shall be the dean.

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Executive Sponsor: Vice Provost, Faculty Affairs

Next Review: 4/2027

PROCESS & PROCEDURES

1. If a direct supervisor determines that an academic position may have been abandoned by a faculty member they must inform the college Dean of the situation, providing the following information:
 - A summary of the faculty member's absences.
 - Documentation of the efforts to contact the faculty member for at least five (5) business days after the date of presumed abandonment.
 - A list of all known contact numbers and addresses for the faculty member.
 - A formal request to have the position reviewed for abandonment.

If the college or school has no departments, and the Dean is the direct supervisor, this level will also be conducted by the Dean or the Dean's designee.

2. Within five (5) business days of receiving a request from the direct supervisor to have an academic position reviewed for abandonment the Dean shall:
 - Review the presented documentation.
 - Make a reasonable effort to contact the faculty member by all known means, including by certified mail with return receipt.
 - Allow the faculty member ten (10) business days to respond.
3. After the ten (10) business day response period has passed, the Dean shall:
 - Make a decision about whether the request to have the position reviewed for abandonment should be forwarded to the Vice Provost for Faculty Affairs (VPFA).
 - If the Dean determines that a review of the position should be reviewed for abandonment he or she will forward a formal request for review, along with all supporting documents and the known contact information for the faculty member to the Office of the VPFA.
4. Upon receiving a request to have an academic position reviewed for abandonment, the VPFA shall appoint an Abandoned Position Review Committee within five (5) business days.

Abandoned Position Review Committee: Upon receiving a request from a Dean the VPFA shall appoint an Abandoned Position Review Committee consisting of 3 tenured faculty members from the faculty member's College/School and 2 tenured faculty members from the university at large.

- The committee members shall vote to elect the chair of the committee.
- The committee shall review the request along with all supporting documentation.
- Within thirty (30) business days of being charged, the committee shall conduct all necessary reviews, to include a hearing at which the faculty member may speak.

- The committee will inform the faculty member of the hearing time, place, and date through all known contact means, including a certified letter with a return receipt requested, at least ten (10) business days prior to the hearing date.
- The committee hearing will be to determine if either of the following situations are true:
 - There was a valid justification for the faculty member’s absence, or
 - If the faculty member’s absence was pre-approved.
- Upon completion of the committee’s investigation and no more than fifteen (15) days after the conclusion of any committee hearing or forty-five (45) days after the committee was initially charged, whichever comes first, shall communicate its recommendation to the VPFA.

5. VPFA Review:

Upon receipt of the Abandoned Position Review Committee’s recommendation the VPFA shall have five (5) business days to review the decision and communicate the committee’s findings to the Provost.

6. Provost Review:

The Provost shall have five (5) business days to conduct a review of the documentation and communicate a decision to the President.

7. Presidential Review:

Upon receipt of a recommendation from the Provost to have an academic position declared abandoned the President shall have ten (10) business days to review the case and make a final decision. The President’s decision shall be forwarded to the Provost, the VPFA, and the Chief Human Resources Officer for appropriate action.

8. Excused Absence or Conditions beyond the control of the faculty member:

If at any point in the review process it is determined that the faculty member’s absence was excused or that it occurred because of circumstances beyond the control of the faculty member and that the faculty member has informed the university of as soon as reasonably possible, no record of the position abandonment or its investigation shall be entered into the faculty member’s record. Instead, the office of the VPFA shall send a confirmation letter to the faculty member indicating

that the issue of position abandonment has been resolved and that the faculty member's absence is excused.

REFERENCES & SUPPORTING DOCUMENTS

BoR Policy Manual: 08.03.04.01 [Voluntary Resignation by Faculty](#)

RELATED POLICIES

AU [Accrual and Use of Annual Leave Policy](#)

AU [Accrual and Use of Scheduled Holidays Policy](#)

AU [Accrual and Use of Sick Leave](#)

AU [Alternate Work Arrangement Policy](#)

AU [Family Medical Leave Act](#)

APPROVED BY:

Executive Vice President for Academic Affairs and Provost, Augusta University

Date: 4/25/2026

President, Augusta University

Date: 5/4/2026