

## Resignation

“A faculty member has an obligation to give notice of his or her intent to resign no less than three months before termination of his or her service at the end of any academic term” (Greenbook Personnel Policies, Section 8.1.6, p. 31—accessed from Faculty Senate home page).

Green Book rules apply to nonbargaining unit faculty only, and the CSU-AAUP agreement has no provisions on resignation procedures. While there are no penalties for failing to make a timely announcement, the harm to one’s department can be lessened when the chair/director has an opportunity to make plans for your replacement. A 2002 memo from Provost Chin Kuo (see page following) explains the benefits of doing this for the faculty member and CSU.