

PROCEDURE: SCHOOL OF MEDICAL LAB SCIENCE (MLS.04.05.00.00)
EFFECTIVE DATE: 1/7
REVISION DATE: 3/19, 4/21
REVIEW DATE: 1/8, 2/9, 1/10, 1/11, 1/12, 2/13, 1/14, 3/15, 3/16, 5/17, 5/18, 4/20, 5/23, 5/24

SUBJECT: FACULTY RESIGNATION

PURPOSE:

To provide a process of faculty resignation from the program.

PROCEDURE:

1. The faculty member must submit documentation of resignation to the program director.
2. Resignation may be withdrawn up to seven days after submission.
3. If resignation is not withdrawn within seven days, the program director will announce the faculty vacancy at the next supervisor's meeting.

REVIEWED BY:

Program Director, School of Medical Laboratory Science