All resignations by employees serving under a term contract must be submitted in writing to the District President or designee. The employee will give reasonable notice as specified in the contract and will include in the letter a statement of the reasons for resigning. A prepaid certified or registered letter of resignation will be considered submitted upon mailing.

Any employee serving under a term contract may resign his or her position and leave the employment of the College District effective at the end of the contract term without penalty, provided the employee submits a letter of resignation, in accordance with administrative regulations and the provisions at GENERAL REQUIREMENTS, above.

The District President or designee is authorized to accept a term contract employee’s resignation effective at the end of the contract term.

An employee serving under a term contract wishing to resign prior to the end of the contract term must submit a letter of resignation in accordance with the provisions at GENERAL REQUIREMENTS, above. Written approval by the District President is required for resignations effective prior to the end of the contract term.

Written approval by the Board is required for resignation of the District President prior to the end of the contract term.

The District President will provide to the Board a list of the full-time employees who have left employment with the College since the last Board meeting.

Once submitted and accepted, the resignation of an employee serving under a term contract may not be withdrawn without written approval by the District President.

A faculty member who voluntarily resigns and later returns for employment with the College District will be subject to the following conditions:

1. A faculty member seeking reemployment will be subject to the hiring practices at the time of reapplying and, if rehired, will be treated as a new employee.

2. A faculty member who is rehired will not be awarded leave time accumulated during the previous period of employment or pay increments that would have been earned during continuous employment.

A faculty member who receives a service retirement from the Teacher Retirement System of Texas (TRS) may be reemployed on
a part-time basis by the College District, subject to terms and conditions as specified by TRS. For consideration of reemployment on a full-time basis, see DC(LOCAL).