

Procedures When Receiving a Call or an Offer from Another Place of Employment

ROSTERED FACULTY

The following is an outline of the procedures that should be followed when a Called member of the CUW faculty or staff (listed on the roster of the LCMS) receives a call to leave Concordia and serve elsewhere within the church.

Upon receipt of the Call

1. Upon receiving the official Call documents you should write back to the calling entity within 48 hours to inform them:
 - a. That the documents have been received
 - b. Of your intention to give their Call serious, prayerful consideration (asking also for their prayers).
 - c. To give them a deadline by which you will inform them of your decision concerning their Call.
2. You should then send a written notice to these individuals – the Chairman of the Board of Regents, the President of the University; the Vice President of Academics; the Dean of the school in which you teach, the Chair of the department to which you are assigned, and the Director of Human Resources. This letter should:
 - a. Inform them of the Call you have received.
 - b. Seek their prayerful support and advice.
 - c. Give them a deadline by which you will inform them of your decision.
3. You should also write to the following:

NON-ROSTERED FACULTY

The following is an outline of the procedures that should be followed when a faculty member not on the LCMS roster receives an offer to leave Concordia and serve elsewhere.

Upon receipt of the Employment Offer

1. Upon receipt of the offer, you should send a written notification to these individuals -- the Chairman of the Board of Regents, the President of the University, the Vice President of Academics, the Dean of the School in which you teach, and your Department Chair, and the Director of Human Resources. This letter should:
 - a. Inform them of the offer you received.
 - b. Seek their prayerful support and advice.
 - c. Give them a deadline by which you will inform them of your decision.

Upon Reaching a Decision

1. You should inform in writing all of the individuals listed above.
2. **If you are declining the Offer**
You should return all copies of any documents to the entity that issued them.
3. **If you are accepting the Offer**
 - a. You should sign, date and return one copy (originals) to your new place of employment.

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Teachers (Commissioned Ministers, Lay Ministers, etc.) –

The Superintendent of Schools from the South Wisconsin District and from the home district of the calling entity.

Pastors –

The District President and Circuit Counselor who serve over you in the South Wisconsin District and those who serve in the home district and circuit of the calling entity.

These letters should contain basically the same information as that listed above.

4. **As a courtesy**, you may also wish to send a copy of this letter to your parish pastor.

Upon Reaching a Decision

1. You should inform in writing all of the individuals listed above.
2. **If you are declining the Call**
You should return all copies of the Call documents to the entity that issued them.
3. **If you are accepting the Call**
 - a. You should sign, date and return one copy (originals) to the Calling entity. If the Call is to another university, the entity is their Board of Regents (not a Vice President, Dean, or Department Chair).
 - b. You should ask the Board of Regents, copying this request to the President of the University, for a peaceful release from your Call and contract here at Concordia.

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- b. You should ask the Board of Regents, copying this request to the President of the University, for a release from your contract here at Concordia.
- c. You should work with your new place of employment and pertinent members of the CUW community (President, area Vice President, Dean of the affected school and Department Chair) to set up an acceptable timetable for you to complete your duties here at CUW and begin your duties at your new place of employment.
- d. You should also arrange to meet with the Director of Human Resources at CUW to finalize your paperwork regarding insurance, date of termination, etc.

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- c. You should work with the calling entity and pertinent members of the CUW community (President, Vice President of Academics, Dean of the affected school and the Department Chair) to set up an acceptable timetable for you to complete your duties here at CUW and begin your duties at your new place of service.
- d. If you are serving as a member of a South Wisconsin District (SWD) committee and are leaving the district, you will need to submit a letter of resignation and the date that will take effect.
- e. If you are leaving South Wisconsin District, you will need to transfer your membership from SWD to the new district in which you will be serving. Installation paperwork in your new place of service cannot be complete until this is accomplished.
- f. You should also arrange to meet with the Director of Human Resources at CUW to finalize your paperwork regarding insurance, date of termination, etc.

(lms/dwe – 7/2001)

