



## Policy Directory

Responsible Division: Finance and Administrative Services  
Responsible Office: Human Resources  
Issue/Revision Date: 12/01/2017

## **Employment Contracts**

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### Policy:

All contracts of employment are subject to the governing Policies and Procedures of IHL and of Alcorn State University as each may be revised, amended or altered. The contract delineates salary, position title, employment status, causes for termination and reappointment rights, if any, and other materials as the University or Board may elect to include in order to define the primary elements of the contract of employment. The employee must acknowledge receipt and acceptance of the terms of the contract by signing and returning a copy. Failure or refusal of the employee to sign and return the contract within a specified time period is deemed a rejection of the offer of employment, unless both parties have agreed to extend the time. If an employee refuses to sign the employment contract, the University reserves the right to terminate employment or extend another offer of employment.

Employment beyond the contract period may not be legally presumed. Renewal of an employment contract is subject to the discretion of the University President/IEO.