

Adjunct Separations

Things to know before starting:

There are several reasons an adjunct can be separated from the three-year appointment.

- Adjunct was hired as a full time Radford University employee;
- Adjunct resigns or is unable to complete the term of appointment (any reason);
- Department/College elects not to renew appointment;
- Department/College determines that the individual's work is unsatisfactory and the appointment contract should be terminated.

Separations can be processed at any time and does NOT have to coincide with the three-year appointment end date. The separation action needs to be completed in order to remove the adjunct from various databases including: Human Resources active files, the Instructor Table, the RU email database, access to RU services and databases used for preparing reports.

Let's get started:

Which process used will depend if the adjunct has a current 'classroom' assignment.

Adjunct with current classroom assignment

For adjuncts with a current classroom assignment, departments can do a separation using the Electronic Personnel Action Form (EPAF). For example, if an adjunct is teaching during the fall semester and informs the department they will no longer be available after the fall semester; the department can do a separation EPAF against their "job". An EPAF can only be completed against a current "job". If an adjunct is not currently teaching there is no "job" in the system. Using the adjunct RU ID number to launch the EPAF will auto populate most of the needed data. The end date should be the last date of the current academic term, in this example, the fall term. The resources link for training modules for the EPAF are below.

<https://www.radford.edu/content/human-resources/home/hris/systems-supported.html>

Adjunct *without* a current classroom assignment but under a current three-year appointment

Departments must do a paper PR4 (separation notice) if they wish to separate an active adjunct appointment who is not teaching during the current term. For example, if an adjunct has a current three-year appointment but is not teaching during fall semester and notifies the department he/she are moving out of the area or not planning on fulfilling the three year appointment, the department must do a paper PR4. The link below provides instructions to complete the PR4. Please send copy of PR4 to the Office of Academic Budgets, PO Box 6910.

<https://www.radford.edu/content/human-resources/home/forms.html#supervisors>

Adjunct with an expired three-year appointment

An adjunct, whose three-year appointment has lapsed, will still need to be separated from internal systems. Use the same PR4 form and process as noted above. Please send copy of PR4 to the Office of Academic Budgets, PO Box 6910.

Left Over Details

For both the EPAF and PR4 separation process, it is up to the respective department to collect the following items from all separating adjuncts:

- RU ID
- RU parking pass
- Computer/laptop or other university property
- Office keys

The respective department is also responsible for making sure all access to Radford University systems, such as D2L are severed. Departments should also check the adjunct office phones for any residual messages and change the voice message code.

The respective department should collect any student or academic course files from the adjunct.

If any separated adjunct wishes to return to Radford University. They must apply as a new employee and follow through the entire hire process.

If an adjunct has accepted a full time 'with benefits' position at Radford University, the adjunct three-year appointment in the respective department will need to be terminated. When or if the full time position ends they CANNOT receive any pay from the university for 6 months. Therefore, they cannot be assigned to ANY adjunct assignment in ANY program or department until the 6-month period has concluded.

For any questions regarding the separation of an employee, please contact the Department of Human Resources.