

## 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 dual appointment or is a current employee in another capacity with RU.

### Adjunct without dual appointment or employment

Most adjuncts can be separated using the Electronic Personnel Action Form (EPAF). Again, this can be completed at any time and does not need to coincide with their current appointment end dates. To complete the separation EPAF you will select 'Adjunct Separation, ADJSEP' from the drop-down menu. The termination date and Last Work Date should be the actual date of the adjunct's resignation or end of term if not reappointing. The resources link for training modules for the EPAF are below. [https://www.radford.edu/content/dam/departments/administrative/human-resources/EPAFS/EPAF\\_Instructions.pdf](https://www.radford.edu/content/dam/departments/administrative/human-resources/EPAFS/EPAF_Instructions.pdf)

### Adjunct with a dual appointment or employment

Departments must do a paper PR4 (separation notice) if they wish to separate an active adjunct appointment who holds a dual adjunct appointment with another department or is a current RU employee in another capacity. The link below provides instructions to complete the PR4. Please send copy of PR4 to the Office of Academic Budgets, PO Box 6910 and the original to Human Resources. <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. Depending on the information below, you will process either the EPAF or PR4 following the instructions above.

## 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 using the PR4 submitted to the Office of Academic Budgets.

When a full-time employee leaves employment at Radford University they must be separated for 6 months before they can serve in an adjunct capacity. If a full-time employee in another capacity holds an adjunct appointment, once they terminate employment the adjunct appointment is also terminated and the 6-month separation clock begins. Therefore, they cannot be assigned to ANY adjunct assignment in ANY program or department until the 6-month period has concluded and they have applied and been hired as an adjunct faculty.

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