

## Re-Appointing a Current Adjunct

Things to know before you start:

- Current Adjuncts must meet the SACS credential requirements in order to receive a three-year re-appointment to Radford University. If credentials have changed, such as a completed Ph.D, required newly earned transcripts will need to be provided to the Office of Academic Budgets.
- The re-appointment process is basically a review of records and updating of current appointment dates and information in the Banner system. The process allows the respective department chair or dean the option to non-renew an adjunct whose services are no longer needed.
- If a current adjunct has had a lapse in appointment dates, they will need to apply as a 'new' adjunct and complete the hiring process all over; *there are NO exceptions to this guideline*. They should note on their application that transcripts are on record. Therefore, it is critical for departments to monitor current appointment end dates. (An employee, whose full time position has recently ended, must wait 6 months to re-apply.)
- Re-appointments are for three years, normally beginning August 10,xxxx to August 9, xxxx. An adjunct can be re-appointed anytime in the year, however, end dates will be August 9, xxxx.
  - Dr. Y is hired January 10, 2018, his ending date will be August 9, 2021.
  - Dr. A is hired May 25, 2018, ending date would be August 9, 2021
  - Dr. H is hired August 10, 2018, ending date would be August 9, 2021.
  - Dr. M is hired October 10, 2018, ending date will be August 9, 2021.
- Re-appointments are NO guarantee of receiving a classroom assignment, nor guarantee of salary.
- ***No adjunct can be teaching in the classroom with an expired appointment or without a current appointment.***
- Plan your re-appointment request with plenty of time for process. It is the responsibility of the respective department to monitor their adjunct three-year appointment dates and make sure all requests are launched in a timely manner.

Let's Get Started:

Adjunct re-appointment actions are handled, much the same way as any Radford University Employee action such as a change in supervisor, using the Electronic Personnel Action Form in Self-Serve Banner (EPAF). Training modules link for (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)

The department will launch the EPAF action using the Adjunct RU ID number. This will auto populate many required values. The department will use the appropriate end date for three-year appointments, noted above, in the New Value date box on the EPAF. *Please note, in order to expedite the offer letter, departments should enter the current address of the adjunct in the comments box in EPAF.* (Many times, letters are returned to the Office of Academic Budgets, as the respective address on record had not been updated.) The Dean will approve, or not, the EPAF action. Depending on the decision of the Dean, the EPAF action will or will not advance to the Office of Academic Budgets.

#### Review of the EPAF request:

The Office of Academic Budgets will review the academic credentials on record, following the SACS guidelines requiring 18 graduate hours in the respective field. Typically, most records are already complete with required credentials. However, if upon review, 18 graduate hours are not clearly defined on the official transcripts, the Office of Academic Budgets may contact the respective hiring department for a justification.

The Office of Academic Budgets will prepare the employee file for the Provost to review. Once the Provost approves the request to issue a re-appointment letter, the Office of Academic Budgets will prepare and send out the three-year re-appointment letter. Also contained in the letter will be a request for any NEW or additional official transcripts earned since the last appointment and an employee data form. At any time, the department can track the progress in EPAF and review any notes made in the comment field. Entries by the Office of Academic Budgets will note the dates of any correspondence and actions. Applicants can either mail or bring the completed documents to the Office of Academic Budgets.

#### Completing the re-appointment process

It is the responsibility of the adjunct to request any NEW earned official transcripts be sent to the Office of Academic Budgets in order for the employee records to be updated. If the respective department receives the official transcripts, the **unopened** documents should be forwarded, in campus mail, to the Office of Academic Budgets, PO Box 6910. This includes any transcripts from Radford University. (These are the official faculty academic records that can be reviewed by SACS.) If there are new credentials earned since the last appointment, and the adjunct currently meets the SACS 18 hour requirement, the re-appointment will not be held up; however, any newly earned transcripts should follow soon thereafter.

Once the three-year re-appointment signed letter is received in the Office of Academic Budgets, the EPAF request will be forwarded to the Provost, with a request to forward to Human Resources. The EPAF action will update the employee ending date in the Banner system. As the adjunct is already in the Instructor Table, no further action is needed in order to assign the adjunct to courses. The Office of Academic Budgets will forward any received completed forms to Human Resources.

#### Left Over Details

Adjuncts are encouraged to participate in any training for updates in D2L, which are offered at multiple times of the year by the Information Technology group.