

Guidelines for Termination Reasons (Academic Personnel)

This document applies to terminations for all year-to-year, multi-year, rolling multi-year, tenured and tenure-track faculty; and for all year-to-year, multi-year, rolling multi-year, continuing-status and continuing-status-track academic professionals; and for post-doctoral employees.

Please consult the Workday resources for more detailed information on employee terminations, including all termination reasons and their definitions. This document is meant to be supplemental to those resources.

If you have a question that is not answered in this document, please contact your dean's office. College staff should contact the academic personnel team in the Office of the Provost with questions.

Voluntary - End of Assignment

- Definition: *A short-term temporary—less than six months—staff member hired for a specific period on state-appropriated funds, PRN or seasonal employee that has completed their assignment as indicated in their offer letter.*
- Should be used if a faculty member or academic professional's contract cannot be renewed beyond a finite period of time—for example:
 - Faculty associate appointments (should be terminated at the end of the semester if not returning);
 - Visiting faculty appointments (are expected to return to their home institutions);
 - Postdoctoral associate appointments (5-year max appointments).
- Should be used for administrative purposes—for example:
 - If an employee is being terminated due to an incomplete I-9 or expired work authorization, but worked prior to termination;
 - If an employee is transferring to a new unit within ASU, but the hiring unit creates an additional job record;
 - In other unique circumstances, determined with your dean's office, Data Management and the Office of the Provost (if necessary), when a more descriptive action code is not available.
- If a faculty member or academic professional's contract is not being renewed, select Involuntary – Termination or Involuntary – Lack of Funding. (The appropriate protocol and notice must be followed in advance of a non-renewal; work with your dean's office.)
- If a faculty member or academic professional voluntarily resigned, select Voluntary – Resignation.
- Units should conduct regular audits to ensure that the End of Assignment code is only used in appropriate circumstances, and to change the termination code if necessary.

Voluntary – Resignation

- Definition: *Employee submits resignation voluntarily by providing notice. Reasons may range from personal to dissatisfaction with job.*
- Use if a faculty member or AP voluntarily resigns from their position.
- Use if a tenure-track faculty member or continuing-status AP's resignation is accepted before their mandatory tenure review year.

Involuntary – Lack of Funding

- Definition: *An employee is let go due to the lack of grant funding.*

- Use if a contract for an employee who has been paid on a grant or other “soft money” is not renewed due to loss of funding.

Involuntary – Released During Probation

- Definition: *A staff employee who belongs to ABOR or the police department is terminated during their probationary period.
A tenure-track faculty member or continuing-track academic professional is terminated during their probationary period, but does not receive a terminal contract. Only use this code for academic personnel when advised by the Office of the Provost.*
- Use if a tenure-track faculty member or continuing-status AP is given a notice of termination, but does not receive a terminal contract.

Involuntary – Resigned In Lieu of Term

- Definition: *This category is used when an employee chooses to resign from ASU instead of being involuntarily terminated. This can be used for university staff, faculty, academic professionals and student workers.*
- Do not use for academic personnel unless instructed to by the Office of the Provost or the Office of General Counsel.

Involuntary – Termination

- Definition: *An employee is released involuntarily for a legitimate business reason. This will be used for both classified and university staff employees. Note: An involuntary termination requires vice president or dean approval as well as approval from the Office of Human Resources Partners group.*
- Do not use for academic personnel unless instructed to by the Office of the Provost or the Office of General Counsel.
- Use if a fixed-term faculty member or academic professional’s contract is not renewed for reasons other than funding., and with the approval of the Office of the Provost.
- Do not use for tenure-track faculty or continuing-status-track APs unless instructed to by the Office of the Provost; either Involuntary – Released During Probation or Involuntary – Terminal Contract During Probationary Period (Faculty/AP) is likely more appropriate, depending on the circumstances of the termination.

Involuntary – Terminal Contract During Probationary Period (Faculty/AP)

- Definition: *A tenure-track faculty member or continuing-track academic professional is terminated after receiving a terminal contract from the president during their probationary period.*
- Use if a tenure-track faculty member or a continuing-track AP receives a terminal contract, and leaves ASU at the completion of their terminal year.
- Use if a faculty member or AP resigns after receiving a terminal contract and does not complete the terminal year.
- Use if a faculty member or AP refuses to submit materials for their tenure or continuing-status review, or if they withdraw their tenure or continuing-status case but a resignation is not accepted.

Other termination reasons:

Voluntary - Disability < 5 Years of Service
Voluntary - Disability >= 5 Years of Service
Voluntary - Graduation
Voluntary - Retirement
Voluntary - Termination - Transfer to ABOR/NAU/UA
Voluntary - Termination - Transfer to AZ State Agency
Involuntary - Death
Involuntary - Expired Work Authorization
Involuntary - Incomplete Onboarding
Involuntary - Reorganization or RIF
Involuntary - Retire in Lieu of Reorganization
Involuntary - Retire in Lieu of Termination
Involuntary - System Termination

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