

Guidance on Termination Codes in PTRs for Academic Personnel

This document applies to Personnel Transaction Requests (PTRs) 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 [PTR Business Process Guide](#) for more detailed information on PTRs, including all PTR action codes and their definitions. This document is meant to be supplemental to the PTR Business Process Guide.

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.

End of Assignment (END)

- Definition: *A short-term temporary (less than 6 months), a staff member who is hired for a specific period of time (on state appropriated funds), PRN (on an as-needed basis) 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 each semester);
 - Visiting faculty appointments (are expected to return to their home institutions);
 - Postdoctoral associate appointments (5-year max appointments);
 - Additional summer-only job records.
- 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 (ITR) or Involuntary Lack of Funding (IFD). (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 Employee Voluntarily Resigns (VRS).
- 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.

Involuntary Lack of Funding (IFD)

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

Invol Released During Probation (IRP)

- Definition: *A classified employee is terminated during their six-month probationary period per SPP 1011 - Involuntary Termination. For on-track Assistant Professors, use when terminated in the first six years and for on-track Associate Professors & Professors, use when terminated in first four years.*
- Use if a tenure-track faculty member or continuing-status AP is given a terminal contract during their probationary period, before their promotion and tenure review has taken place. (Typically, this would be in years 1-5, but it could be later if they received extensions on their tenure clock.)
- Use if a tenure-track faculty member or continuing-status-track AP withdraws their tenure or continuing-status case in their mandatory review year, before the case has been submitted to the Provost's Office, resigns, and their resignation is accepted.

Invol Resigned In Lieu of Term (IRS)

- Definition: *This code should only be used when approved by the Vice Provost for Academic Personnel and the Office of General Counsel.*

Involuntary Termination (ITR)

- Definition: *Please note: an involuntary termination requires VP/Dean approval as well as the Office of Human Resources Partners group. This code is used when an employee is released involuntarily for a legitimate business reason.*
- Use if a fixed-term faculty member or academic professional's contract is not renewed for reasons other than funding.
- Do not use for tenure-track faculty or continuing-status-track APs unless instructed to by the Office of the Provost; either Invol Released During Probation (IRP) or Involuntary - Term Contract During Probationary Period (TEN) is likely more appropriate, depending on the circumstances of the termination.

Involuntary - Term Contract during Probationary Period (TEN)

- Definition: *Completion of terminal contract for probationary faculty.*
- Use if a faculty member's tenure case or an AP's continuing-status case results in a terminal contract by the president after review at all levels.
- 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.

Invol - Unsuccessful Comp Hire (UCH)

- Definition: *Did not complete hiring process successfully (i.e. - did not pass background check, did not produce required documents for I-9).*
- Use if an employee did not complete the hiring process successfully due to incomplete I-9 or work authorization, and did not work for ASU prior to termination. (If they did work prior to termination, use End of Assignment.)

Employee Voluntary Resigns (VRS)

- Definition: *Employee submits resignation voluntarily providing a 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.

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