Research Associate Appointment Non-Renewal Meeting Talking Points

Who should be present at the meeting when a Principal Investigator (PI) lets a Research Associate know that appointment will not be renewed?

- PI and Research Associate.
- If PI would like, Administrator or HR Consultant may attend.

When should the meeting be held?

- The meeting should be held as soon as it is known that the appointment will not be renewed and materials for the meeting are ready.
- If the Research Associate’s length of service with the University is less than five years, the meeting must be held at least two weeks prior to the appointment end date.
- If the Research Associate’s length of service with the University is greater than five years, the meeting must be held at least three weeks prior to the appointment end date.
- You can find the information about length of employment at the University in HRIS following the path Workforce Administration, Job Information, Job Data, Employment Data (click on this tab at the bottom of the Job Data panel).

What time of day should the meeting be held?

- Choose a time when other employees will not be present.
- A recommended time is the end of the day.

What should the PI bring to the meeting?

- Non-renewal of appointment letter, personalized for this Research Associate, on department letterhead.
- Illinois Department of Employment Security (IDES) brochure and Faculty and Staff Assistance Program (FSAP) brochure.
- During the meeting, give Research Associate the original signed letter along with the above noted materials. Keep a copy the signed letter for department/division/unit’s file and send a copy to the Dean’s Office.

What are the key points to cover at the meeting?

- Use the letter as a guide. Begin by letting the Research Associate know that his/her appointment is not being renewed and that his/her last working date will be _________.
- What to do if the Research Associate asks why his/her appointment is not being renewed? If the reason is financial, this information may be shared. If the reason is not financial, we recommend that the information be brief and accurate.
- Let the Research Associate know that he/she will be expected to return WildCARD, keys, swipe cards, etc. on last working day. Set a time to return University items now.
- If the Research Associate asks about being paid for accrued, but unused vacation or personal floating holidays, please refer him/her to the letter. Please remind the Research Associate that he/she must update leave accrual information in HRIS Self-Service on or just before his/her final working day.

Key “To Dos”

- If the Research Associate is on a visa, contact the International Office.
- Manager must review and approve information in HRIS Self-Service Leave Accrual Approver panel.
- The department/division/unit will need to complete a Position Data/Appointment form, terminating the Research Associate’s employment. When completing this form the department/division/unit will want to use the action code TER (for terminate) and the reason code EXP (for appointment expired). Send the completed Position Data/Appointment form to the Dean’s Office with the non-renewal of appointment letter.
- After the Research Associate’s last working day, the department/division/unit’s Administrator should request that access to NU systems be terminated.
- If in doubt regarding a question that the Research Associate asks, write it down and tell him/her that you will check and let him/her know the answer at a later date. After the termination meeting, contact your Human Resources Consultant so that she can help you answer the question or questions.