EAST CENTRAL COLLEGE

# ADJUNCT SEPARATION FORM

Please complete this form for adjunct instructors who will not be teaching for ECC. This form should be completed on the last day of employment.

Employee's Name_____ Today's Date _____

Department _____ Last Day of Employment _____

**Reason from Separation:**

- ☐ Resignation, not available to teach
- ☐ Resignation, moving out of area
- ☐ Termination, unsatisfactory performance _____
- ☐ Termination, no courses available _____
- ☐ Other, please explain _____

_____

**Rehire Status:**

- ☐ Yes
- ☐ Conditional, list reason

_____

- ☐ No, list reason

_____

**College property returned:**

- ☐ Yes
- ☐ No, list items outstanding

_____

**Signatures:**

_____ _____

Division Chair / Date Vice President of Instruction / Date

Return completed form to Human Resources