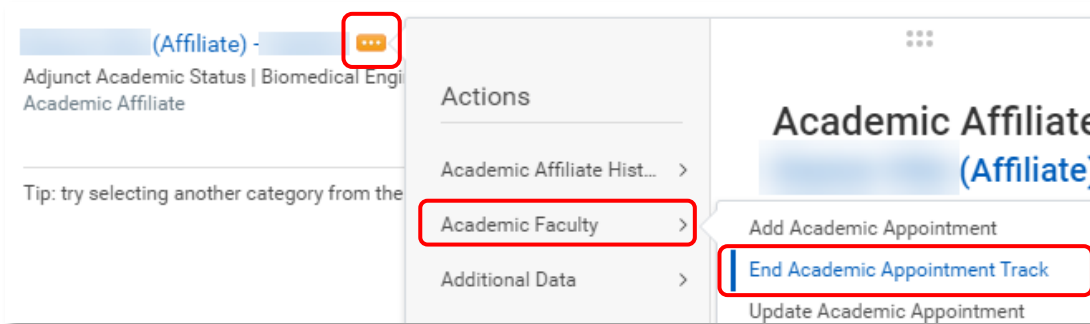


When an affiliate engagement is to cease, each business area is responsible for notifying their People and Culture Coordinator, and People and Culture are to complete the *End Affiliate* process.

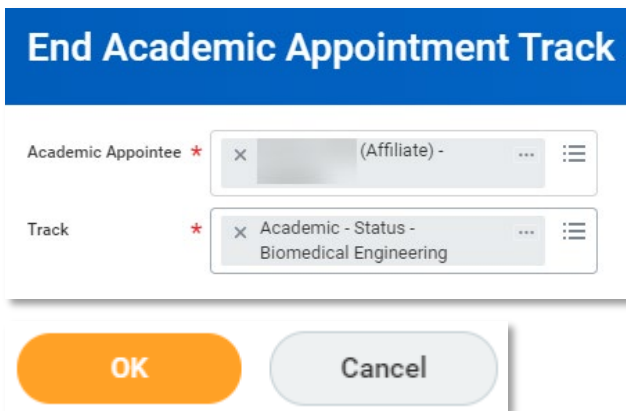
1.1 Search for the affiliate.



1.2 Click on the *Related Actions, Academic Faculty, End Academic Appointment Track*.



1.3 The *End Academic Appointment Track* screen will appear. Check you are on the right academic appoint for closure, click **OK**.



1.4 Complete the *End Date* and *Reason (End Academic Appointment)* fields. Enter a comment (e.g. end of affiliation) and attach any related documents.

Appointment	Identifier	Academic Unit	Title	Roster %	Track Start	Appointment Start	Appointment End	Pay
Q	Academic - Status	Biomedical Engineering	Adjunct Academic Status	0.00%	09/03/2020	09/03/2020	30/03/2020	No

Appointment Information
Track: Academic - Status - Biomedical Engineering
Effective Date: 09/03/2020

Additional Information
Current Appointments: 0
Future Dated Appointments: 1
Pending Appointments: 0

End Date * DD / MM / YYYY [calendar icon]
Reason * [dropdown]
enter your comment [text area]
Attachments: Drop files here or Select files
Submit Save for Later Cancel

Search [dropdown]
× End Academic Appointment > End Academic Appointment > Appointment Ceased

1.5 Click *Submit*

Once you have submitted, the *You have submitted, Process Successfully Completed* screen will appear. The process has completed.

You have submitted
End Academic Appointment: (Affiliate)

Process Successfully Completed

> **Details and Process**