**Paid Professor Emeritus Request Process**

1. Faculty member must have officially retired from UVM with Emeritus status and salary must meet the FLSA threshold. If not, they can be hired as a temporary employee following the temporary hire process. Please contact Karmen Swim for temporary hire approval.
2. Chair completes and signs LCOM documentation and submits to Dean’s Office via email:
   * Letter to Dean
   * Appointment letter (see template)
3. Dean’s Office approvals as appropriate:
   * Sign off by Associate Dean for Faculty
   * Sign off by Senior Associate Dean for Research
   * Sign off by Senior Associate Dean for Finance & Administration
   * Senior Associate Dean for Finance & Administration reviews with Dean to obtain Dean approval
4. Dean’s Office sends Dean letter and appointment letter signed by Chair and Dean to Faculty Services for Provost’s signature with a copy to department initiator.
5. Provost’s Office returns signed appointment letter to department. Department obtains faculty signature on appointment letter and obtains completed employee information form (if there has been a break in service).
6. Department attaches fully signed appointment letter and employee information form (if required) to ePAR and submits to Dean’s Office for approval. If position number does not exist, request one from Faculty Services in ePAR comments.