Faculty Intent to Retire

For budget and recruitment planning, ideally retirement conversations would begin two years’ prior with your Chair/Director in order to better assist the department or college in planning for possible recruitment for this vacancy.

EXAMPLE:
- Begin a conversation in Fall of 2016 with your Chair/Director for a May 31, 2018 retirement
- Approvals for a search would begin in January of 2017 for recruitment in AY18
- Anticipated hire date of new faculty hire of September 1, 2018

Staff Intent to Retire

For potential budget and recruitment planning, ideally staff should notify their Chair/Director at the earliest possible time of their intent.

- Chairs/Director should notify the CESS Business Office/Dean’s Office of any staff employee Intent to Retire, including a retirement date. Ideally, any staff Intent to Retire notifications will occur not less than three months prior to planned retirement date.

EXAMPLE:
- December retirement, notify by September 1
- May/June retirement, notify by March 1

Emerita/Emeritus Status

1. In order for a Faculty member to be eligible for nomination of emerita/emeritus status, they must declare his or her intention to retire from the University, in writing, to their Chair/Director with a retirement date and an attached current CV (20.10.b., pg. 117).

2. The Chair/Director submits nominations in writing for emerita/emeritus status to the Dean with a succinct statement summarizing the meritorious service rendered by said faculty member. The Chair/Director will attach the original memo from the faculty along with their current CV.
• Directors of Centers and Programs may make this request directly to the Dean and copy the corresponding Chair of that faculty members’ appointment
• Multiple requests from that department may be bundled into one memo to the Dean
• The deadline to submit emeriti requests are (on or about):
  Dean: January 20

3. The Dean submits those nominations in writing to the Provost with a succinct statement summarizing the meritorious service rendered by each faculty member nominated and attaches all supporting documentation, including the CV's of each individual being requested

• The deadline to submit emeriti/emeritus requests are (on or about):
  Provost: January 29

4. The Provost will reply with his/her conclusions to the Dean. The Dean in turn will notify both the Chair/Director and the faculty member of their emerita/emeritus status

5. Once emerita/emeritus status has been approved, the Director of Student Services is informed so that further follow-up procedures can take place, such as the inclusion of the faculty member in all University-wide Commencement activities and promotional materials. Additional items that may/will be required at this time:

• A recent photo
• A citation of their achievements, written by a chosen colleague

NOTE:
The Dean’s Assistant (Kelly Circe) coordinates any internal CESS celebrations and acknowledgements for all faculty and staff retiring, irrelevant of emerita/emeritus status. These activities may include: notifications and planning for inclusion in any appropriate event and gift presentation (if appropriate).