Full-Time Faculty Retirement Process – Department Submission & Payroll Entry

<table>
<thead>
<tr>
<th>Tenure and Clinician-Educator Tracks – May be Emeritus</th>
</tr>
</thead>
</table>

Documentation Required

* Change to Emeritus (normal retirement)
  - Submit letter to FAPD stating faculty member’s intention to retire and effective date

* Change to Emeritus with FIAP (early retirement)
  - Submit letter to FAPD stating faculty member’s intention to retire and effective date
  - FAPD will obtain the required Dean’s signature

Payroll Entry

- Status should remain “A” for active – do NOT terminate the record on payroll
- Full Time/Part Time status “F” should be changed to “R” for retirement
- Status Date must be entered as the retirement start date – typically 7/1
- Emeritus title (appropriate rank and track) should be entered with the start date of retirement
- If retiring under FIAP, the department must enter the information in payroll before Hillary Lopez takes over the record (General University EB Pool) and puts through the FIAP payments
  - Once FIAP is complete (2 yrs.), department may request to regain access to the record
- Emeritus can be paid through their title – partial salary, reemployment beyond retirement
  - For reemployment beyond retirement, department must submit documentation for review and approval by the Dean. PSCS minutes will be generated.

<table>
<thead>
<tr>
<th>Research and Academic Clinician Tracks – May NOT be Emeritus</th>
</tr>
</thead>
</table>

Documentation Required

* Submit letter to FAPD stating faculty member’s intention to retire and effective date
* Submit Associated Faculty Termination Form with Retirement chosen as one of the reasons

Payroll Entry

- Status should remain “A” for active – do NOT terminate the record on payroll
- Full Time/Part Time status “F” should be changed to “R” for retirement
- Status Date must be entered as the retirement start date– typically 7/1

To keep an active affiliation, Research and AC tracks may be given an Adjunct appointment or Clinical Associate role

- Same steps as above should be taken, with the additional step of adding the Adjunct job line in payroll (once the new appointment dossier has been submitted and approved by PSC) or adding the Clinical Associate job line (no dossier submission)
- Adjunct appointment may be unsalaried or partial salary