

## Process for Requesting a Faculty Post-Retirement Appointment

Updated 02/17/2022

### Overview

The following process is for post-retirement appointment requests. *It is recommended all faculty considering a post-retirement appointment talk to the retirement office to discuss implications for benefits and health insurance based on their individual needs.*

### Process

1. The faculty member requests and discusses the activities that would be completed during the post-retirement appointment with their Department Chair.
2. The Department Chair completes the faculty post-retirement proposal form. The proposal should include the following information:
  - Faculty name;
  - Date;
  - Dates covered by request;
  - Hours per week;
  - Total payment amount;
  - Detailed activity description and need;
  - Justification for request;
  - Signatures
3. The Department Chair reviews the request and submits the proposal to the Office of Faculty Advancement and Assistant Dean of Operations for review.
4. Once reviewed and approved by the Dean, the HR Administrator will process for payment.
5. The HR Administrator will notify OFA staff to initiate the Board Action on the post-retirement appointment.
6. Once approved by Board of Trustees, OFA staff will notify the Chair.

*NOTE: Approvals are required on an annual basis; they do not automatically carry-over from year to year.*

### Resources:

[Faculty Post-Retirement Proposal](#)