

## Faculty Retirement and Emeritus-Emerita status

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### EMERITUS/EMERITA STATUS – OFA/Academic HR/EVPMA/Regents

(<https://hr.umich.edu/working-u-m/my-employment/uhr-procedures/20180-emeritus-titles>)

<http://www.regents.umich.edu/meetings/memoirs.html>

1. A retiring UMMS faculty member must request emeritus/emmerita status from their Department Chair.
  - a. Emeritus/a active status is needed for a retired faculty member to continue to do research, or teach (including at the VA), or see patients and must be requested when transitioning to an emeritus/a title.
  - b. NOTE: “Emeritus/a in Service” titles are used when appointing an Emeritus/a faculty member from a different unit within the University.
2. Department Chair makes the determination if a faculty member is an appropriate candidate for emeritus/emmerita status: *“Faculty members who have played a significant role in departmental activities are eligible for appointment to emeritus status in the University. The Chair of the department makes this determination and when appropriate, proposes the faculty member for emeritus status.”*
3. To support the Dean’s review at the Medical School, the retiring faculty member prepares a retirement memoir (see guidelines: <http://www.regents.umich.edu/meetings/memoirs.html>) and their final CV (in UMMS format) and provides these documents to their Chair.
4. Department Chair reviews/approves the memoir and prepares a letter to the UMMS Dean proposing the retiring faculty member for emeritus status.
5. The Chair’s letter, together with the retiring faculty member’s CV and memoir are sent via email to Lorraine Robert in the Office of Faculty Affairs, to support review at an upcoming Executive Committee meeting. This should be done ~6-weeks prior to the Regents meeting (e.g., May 1 for mid-June meeting). **OFA may also request a copy of the PAR initiation or a termination agreement if the appointment is near the termination date.**
6. **Faculty retirement is processed via PAR Termination/Retirement workflow.**
7. Following EC Meeting approval, Lorraine/OFA forwards documentation (including memoir) to the vice president and secretary of the university to be included on next Regents Meeting agenda. (Retirement PAR must be in place before this can be added to the Regents Meeting agenda.)
8. Following review at the Regents Meeting a letter is sent to the retiring faculty member notifying them of the outcome (see also [Regents meeting minutes](#)):
  - a. **For EMERITUS/EMERITA (terminated status):**

No additional action required by department. (Contact HRRIS if emeritus title is not showing correctly in M-Community. This may take several weeks.)
  - b. **For EMERITUS/EMERITA ACTIVE (active status):**

AFTER Regent approval and PRIOR to the retirement termination date, an emeritus/a faculty appointment must be created via the PAR system.

    - appointment term cannot exceed 12 months and may be renewed annually
    - must be renewed prior to the end date, or position will be terminated

*Example: Regents approve emeritus/a active status for a retiring instructional-track Professor whose last day is 6/30/2018.*

Friday, January 11, 2019

1. *A new employee record must be created via PAR (Job code: 201070 Professor Emeritus/Emerita).*
2. *Appointment start date = 7/1/2018; Appointment end date= 6/30/2019.*
3. *Appointment is without salary, 0% FTE.*