

Faculty Retirement and Emeritus/Emerita Status and Active Emeritus/Emerita Appointment

OFA/Academic HR/EVPMA/Regents

1. A retiring UMMS faculty member may request Emeritus/Emerita status from their Department(s).
 - a. An Active Emeritus/a appointment is [needed](#) to do research, teach (including at the VA), or see patients and must be requested when transitioning to an Emeritus/a title.
2. The Department Chair determines if the faculty member is a candidate for Emeritus/a status:
3. The retiring faculty member prepares their CV and a [memoir](#) based on the Regents' [guidelines](#).
4. The Chair reviews/approves the memoir and prepares a letter to the UMMS Dean proposing the Emeritus/a (and active Emeritus/a appt if applicable) status.
5. The faculty CV, memoir, and Chair's letter, are submitted via the [OFA Customer Service Portal](#) for review at an upcoming Executive Committee (EC) meeting.
 - a. Submit **at least** 3 months prior to the Regents meeting preceding the date of retirement (e.g., March 1 for mid-June Regents meeting for a July 1 retirement).
 - b. NOTE: there are traditionally several months with [no Regents meeting](#).
6. The department processes the retirement PAR. Required **prior** to OFA submission to the Regents.
7. Following EC approval, OFA forwards the packet to the Regents office for review.
8. The Regents send a letter to the retiring faculty member notifying them of the outcome (see also [Regents meeting minutes](#)):
 - a. For EMERITUS/A (honorary title only): **No additional action required by department.** (Contact HRRIS if the title is not showing correctly in M-Community, after several weeks.)
 - b. For ACTIVE EMERITUS/A (active appointment): **AFTER** Regents approval and **PRIOR** to the retirement date, an Emeritus/a faculty appt must be created via the PAR system.
 - Appointment term cannot exceed 12 months and may be renewed annually.
 - Renewal requires Executive Committee approval.
 1. A Chair letter outlining the justification for the appointment renewal is required.
 2. Include the full active Emeritus/a title, faculty credentials, and effective date and end date.
 - Submit for review/approval via the OFA Customer Service Portal at least two months prior to appointment end date, or it will terminate at the end date
 - After the initial active Emeritus/a appointment, departments can align the end/renewal date with other active Emeritus/a for streamlined processing.

Example: Regents approve Emeritus/a status and active emeritus/a appointment for a retiring tenure track Professor whose last day is 6/30/2024.

1. *A new employee record must be created via PAR (Job code: 201070 Professor Emeritus/a/Emerita).*
2. *Active Emeritus/a appointment start date = 7/1/2024; Appointment end date = 6/30/2025.*