



June 20, 2016

**ACADEMIC DEANS
 VICE CHANCELLOR FOR RESEARCH
 DIRECTORS
 DEPARTMENT CHAIRS**

Re: Faculty Retirement Dates

Faculty who are 9 over 12 academics can only retire during the following dates:

- Spring Quarter:
 - Separation date of June 29, 2016 (this is for 2016; it varies from year to year, but normally around the 28th)
 - Retirement date of July 1, 2016
 - June pay, reflected in the July paycheck would be less than 100% (roughly 98.5%)
- Fall Quarter:
 - Separation date of October 31, 2016
 - Retirement date of November 1, 2016
- Winter Quarter:
 - Separation date of February 28, 2017
 - Retirement date of March 1, 2017

Faculty who wish to retire mid-year, during Fall or Winter quarter are still responsible for completing their teaching assignments through the end of the quarter's service dates. For Fall quarter their teaching assignment is through December and for Winter quarter it is through March.

Example of retirement at the end of Fall Quarter:

Pay Period =	7/1/2016 – 10/31/2016	Last paycheck = November 1 Retirement service credit through October 31
Service Period =	9/19/16 – 12/9/16	End of quarter = last day worked
(normal) Retirement date =	11/1/16	First retirement check = 12/1 No break in benefits.

When faculty retire mid-year and need to complete their teaching assignments, their emeritus title will serve as their appointment to allow them to give grades at the end of the quarter.

The emeritus title shall be conferred, automatically upon retirement, on Academic Senate members. Membership in the Senate does not lapse upon conferral of emeritus status. When a Senate faculty member retires, his or her continuing relationship with the University should be documented by entering an Emeritus appointment in PPS. Only the home department can enter this appointment in PPS.

List of the Emeritus Title Codes:

- Title code **1132, Professor Emeritus – WOS** - used for all Reg Ranks Professorial
- Title code **1620, Lecturer SOE Emeritus**
- Title code **1621, Senior Lecturer SOE Emeritus**
- Title code **3249, _____ Senate Emeritus** - used for In-Residence and Clin X Emeritus

If you have any questions or need further assistance, please contact your Academic Personnel analyst.

A handwritten signature in black ink that reads "Diane K. O'Dowd". The signature is written in a cursive style with a large, looped initial 'D'.

Diane K. O'Dowd
Vice Provost

Cc: Chief Personnel Officers
Department Managers
Academic Personnel