

Retirement Procedure

A. Making the decision

Consult the twelve-page “Guide to Retirement,” accessed from the Faculty Senate home page. Although last updated in 2005, the basic information is still current and helpful.

Article 24 of the CSU-AAUP Agreement describes provisions for part-time employment and continued university services during retirement; Article 25 describes provisions for Emeritus faculty status.

B. Preparing the notification letter

Prepare a short one sentence letter to your chair/ Director, copied to the CLASS dean, associate dean for faculty, and budget manager. The suggested content is as follows:

“This is to confirm, as we discussed in an earlier conversation, that I plan to retire at the end of the semester (place here the date of end of semester).” You would need a second sentence specifying any intention to elect or request the current part-time employment options available for retirees for which you may be eligible (see Article 24 referenced above).

Once you have set a date, as a courtesy to you department try to send your notification letter as early as possible, and preferably at least three months before the retirement date. Your date of notification (as opposed to your retirement date) will have no bearing on your retirement benefits and other end of contract benefits from Human Resources.

C. Applying for emeritus status

Bargaining unit faculty with ten or more years of service to the university are entitled to emeritus status (see Article 25 referenced above).

Normally The Board of Trustees acts on all applications once a year in the fall, so to minimize the chance of interruption of services (email, library privileges, etc.) you should apply for emeritus status shortly after sending your retirement notification letter.

The expedited and preferred procedure is to send an email requesting emeritus status to the Vice-Provost for Faculty Affairs (Vijay Konangi), copied to the CLASS associate dean for faculty (Bill Morgan) and your department chair/director. Attach a one page CV (education, employment history, selected honors and key publications or creative achievements). Importantly, include your home address on the CV so the Board can notify you.