

Retirement Process Checklist (3/7/2017)

1. Think About What Retirement Means

The Office of Human Resources maintains a [pre-retirement planning](#) webpage with links to many important resources. Financial planning and health care planning are central. A good place to start are the benefit overviews for [endowed faculty](#) and for [contract college faculty](#).

It is important to distinguish between “retiring” and “become emeritus”. Retirement is *human resources event* whereas becoming emeritus [link] is an *academic event*.

2. Understand How Phased Retirement Works

Eligible faculty members may choose to reduce their job duties prior to retirement, to make a gradual transition before their official retirement date. This is called [phased retirement](#) and it requires a signed mutual agreement between you and your department. The agreement identifies an official retirement date, a workload percent, and the duties that must be discharged during the phased retirement period. If the workload percent is (for example) 75%, then you would receive 75% of your normal salary. In addition to providing a nice transition to full retirement, a phased retirement idea has economic value because the university continues to pay benefits as if you were a full time faculty member.

3. Launch a Dialogue with Your Chairperson

These conversations are typically spread out over time. They should be initiated at least one year before you decide to retire or one year before decide to enter phased retirement.

The professor talks about...

- (i) anticipated academic interests after retirement
- (ii) the current state of graduate student supervision, how it might continue or wind down.
- (iii) the current state of external funding, how it might continue or wind down.
- (iv) the state of all discretionary funding accounts and they might be utilized
- (v) anticipated administrative support needs
- (vi) anticipated IT support needs
- (vii) the desired level of participation in department business
- (viii) all of the above in the context of some phased retirement deal.

The chairperson talks about...

- (i) the process for becoming emeritus
- (ii) the department's space limitations
- (iii) the extent to which the department can supply administrative and IT support
- (iv) the rules associated with attending department meetings and voting on such matters as hiring and promotion.
- (v) hire-back possibilities that relate to teaching, advising, outreach, and administration.
- (vi) what (for example) a 50% phased retirement deal would look like.

4. Wrap up the Dialogue with the Department Chair

If there is a phased retirement plan, it is detailed in writing and signed by both the chairperson and the candidate. Note: a guarantee of emeritus/a status cannot be part of the plan.

If there is a request for emeritus/a status, then it can only be filed after there is an official retirement date.

5. Just Before You Retire

Spell out the required interactions with OHR

6. Just After You Retire

Getting your new Cornell ID

Spell out additional interactions with OHR

7. Hire Back

Spell out the required interactions with OHR.