

Retirement, Emeritus Status, and Post-Retirement Appointment Procedures

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This document provides a compilation of information from several university units with College of Engineering 'policy' suggestions on process and space.

Steps for College Employees Considering Retirement

Employees who are within five years of retirement should attend one of the campus Office of Human Resources (OHR) retirement seminars. See the OHR-Benefits Services web site for more information (<https://www.ohr.wisc.edu/benefits/>).

Employees one year or less from retirement:

- Contact the Department of Employee Trust Funds (ETF),

<https://trust.etf.state.wi.us/ETFRetirementEstimateRqstWeb/retirementestimate.do>

or call (608) 266-3285 to request a retirement packet and benefit estimate.

- After receiving the ETF materials, schedule a one-on-one counseling session with a benefits specialist in Office of Human Resources (OHR) Benefits Services to review the information, evaluate the effect of retirement on the other UW benefits, and to chart the next steps, including outlining retirement date options. For further details refer to the Benefits Services website:

http://www.ohr.wisc.edu/benefits/docs/Benefits_Retirement_Appointment.pdf

(Note: If intending to apply for Social Security Benefits, contact the Social Security Administration: 1-800-772-1213 or <http://www.ssa.gov/retirement/retirement.htm>)

- Upon consultation with ETF, Campus OHR, College HR and (optionally) the Department Chair, employees who have decided to retire should submit a retirement letter to their Department Chair. The letter should clearly state that they are retiring and include the last day at work, the last day of employment (i.e., last day paid), and the annuity begin date (usually the next day). Note: Academic staff who intend to use paid leave after their last day of work should check with their departmental payroll coordinator in advance to confirm their projected final leave balances.
- Due to State 75 day separation period requirements, there should be no mention of any planned future relationship at the university in the retirement letter.

Retiring Employees with Research and Gift Funding (144, 133, 135,136, 233 accounts):

- If a PI, the employee must work with their Department and the College of Engineering (COE) Research Post Award Office to transfer the contract to a different PI and notify the contract sponsors prior to the last day of employment.
- Any negative accounts in the retiring employee's name must be resolved by the date of retirement.

- UW Foundation, UW-Madison gift (233) funds and royalty distributions (135 funds) remaining in accounts under a retiring employee's name will remain in the department and revert to the Department Chair's control upon the retirement date of the employee. The Department Chair will consult with the retiring employee prior to the date of retirement as to any proposed uses for the gift funds.
- After the 75 day separation period, the retired employee may request to be reassigned as the holder of the account (PI in WISDM) for previously held discretionary funding:
 - Requests must be approved by the Department Chair and Executive Committee for up to three years following the date of retirement. Following the three year period, any funds remaining in retired employee accounts will revert to the department.
 - Requestor must demonstrate activities that the funds were intended to support are continuing, i.e., funding students, research, etc. If the intended use of the funds does not continue, or after a date specified by the Department Chair, any remaining funds will revert back to the Department.

Retiring Employees and Graduate Student Advising:

- If a primary advisor to graduate students wishes to terminate student advisorship upon retirement, the employee must transfer primary advisorship to an eligible faculty member prior to the last day of employment. Remaining graduate student financial support should follow the student to the newly designated advisor.

Primary advisors and graduate committee members who have retired from the University automatically retain Graduate Faculty status for one year and can remain chair or co-chair of graduate committees. Retired faculty may also serve on doctoral committees/final oral examination committees up to one year after retirement. See UW-Madison/Graduate School Academic Policies and Procedures (APP) <https://grad.wisc.edu/acadpolicy/> ["advisor" and "committees (doctoral/masters)"] for additional information.

Retiring Faculty with an endowed Chair or Professorship:

- Following the 75 day separation in service, faculty members with post-retirement appointments who held an endowed chair/professorship at the time of retirement may use the chair designation if acceptable within the stipulations of the endowment and with approval of the Dean. Any remaining funds in the corresponding account will be made available, but must be spent within one year after approval of emeritus status. No additional distribution from the Foundation will be permitted. Any funds remaining in the account after the one year period will be returned to the endowment.

Emeritus Status

Emeritus/emerita status is an honorary designation conferred upon retirees by the Chancellor upon recommendation of the department and the COE Dean to recognize retiree contributions and accomplishments over their university careers. It is available to academic staff, university staff and faculty. Employees are encouraged to consider seeking department or unit support for an emeritus/emerita application while investigating retirement options. Further information is available at <http://www.ohr.wisc.edu/polproced/UPPP/2001.htm>, Section IV, for unclassified staff or at http://www.ohr.wisc.edu/polproced/CPPP/cppp_chapter20.pdf, Section IV, for university staff.

Eligibility:

An employee seeking emeritus/emerita status must be a permanent employee with the University of Wisconsin-Madison who is eligible to activate an annuity from the Wisconsin Retirement System (WRS), has completed a minimum of ten years of distinguished service at the University of Wisconsin-Madison, and be a minimum of 55 years old.

Application Procedure:

Recommendations for emeritus/emerita status begin at the Department level and proceed through the Dean's office to the office of the Chancellor. Recommendation packages should include the following:

- Brief narrative summary citing the professional accomplishments and record of university service (2 page max),
- Current CV,
- Expected date of retirement or copy of letter of retirement,
- Results of the Executive Faculty or designated committee vote,
- Dean level approval.

Recommendations may be submitted throughout the year. Additional detail is provided below.

CoE Steps for Employees Requesting Emeritus Status:

- If interested in requesting Emeritus status after retirement, the employee must submit to their Department Chair an updated CV and a brief (one page) document detailing accomplishments over the course of his/her career at the University of Wisconsin-Madison. The Department's Operations Committee and/or Executive Committee will then review the request shortly before or directly after the retirement date. Employee should work with the Department Chair throughout the process.
- With faculty retirees, the Department Executive Committee will vote on the request, and the result of the vote sent to the CoE Dean. With Academic and University Staff retirees, the Department Executive Committee or a committee designated by the Department Chair will vote on the request, and the results of the vote sent to the CoE Dean. If approved by the COE Dean, the request is sent to the office of the Chancellor for approval.

Privileges of Emeritus/Emerita Status (per UW policy):

The privileges of emeritus status can be found in the document located at the following link:

https://www.ohr.wisc.edu/polproced/Retiree_Privileges_brochure_Feb08.pdf

Post-Retirement Appointment

Retired CoE employees with emeritus status who wish to apply for a post-retirement appointment must begin by sending a letter of request for appointment to the Department Chair. Remaining steps for approval are the same as described under emeritus status requests. If approved, and the retired employee wishes to supervise research projects or grants, the employee must complete the PI status request form and submit the PI status request to the COE Research Office for approval (University policy). The form is included here:

<https://kb.wisc.edu/images/group156/33121/Request%20for%20Limited%20PI%20Status>

Emeritus/emerita faculty retain all faculty governance rights held at the time of their retirement during any academic year in which they hold an academic staff appointment from their department totaling at least 20% of a full-time academic year appointment, subject to the provisions of [5.20.C](#) of *Faculty Policies and Procedures* (University policy).

Post-Retirement PI Status:

- After the 75 day separation period, retired CoE faculty and staff may request to be reassigned PI status and continue research activities. The faculty or staff member will need to have an appointment of record in the UW-Madison Human Resource system consistent with the UW-Madison Policy on Effort, Commitments and Effort Certification (see: <https://www.rsp.wisc.edu/effort/uwMadisonEffortPolicyFINAL2007-08-29.pdf>).
- Typically, the rehired PI will be paid at the same rate as when the employee retired. However, the appointing Department should note that in some situations, the funding agency will have a “salary cap” above which the Department will have to use discretionary funding to pay the rehired PI. In such situations, the Department should evaluate the appropriateness of the salary rate given the activities and work tasks of the rehired PI and may set a lower salary rate.

Note that PI status is handled by the Office of the Vice Chancellor for Research and Graduate Education (VCRGE). Generally speaking, retired faculty and academic staff with post-retirement appointments are eligible for Limited PI status. See <https://research.wisc.edu/respolcomp/pistatus/>. Depending on the specific situation, PI status may be granted for the length of the project or as a “blanket” approval for three years.

As of 2000, emeritus faculty and emeritus academic staff are not eligible to apply for Permanent PI status. See <https://kb.wisc.edu/gsadminkb/page.php?id=35683>.

Annual Renewal of Paid Post-Retirement Appointment:

The Department Executive Committee and the College of Engineering Dean must approve continuation of the appointment. Additionally, paid post-retirement appointments must be renewed annually through the necessary Human Resource processes.

Office and Lab Space

All office and laboratory space occupied by a retiring employee reverts to control of the Department Chair upon the retirement date of the employee. All keys and university property should be returned to the Department Administrator on the day of retirement. The retiring employee’s personal property should be removed from the space(s) prior to or on the date of retirement unless other arrangements have been approved by the Department Chair or Dean.

Retired employees with emeritus status and/or post-retirement appointments may request use of and be assigned office and/or laboratory space after the required 75 day separation in service. Requests for office and/or lab space must be made to the Department Chair and approved by the Department Chair as well as the Department’s Executive Committee. In some cases, approval from the COE Dean will also be required. Office and laboratory space use will be assessed by the Department Chair on an annual basis. Office and/or laboratory space not being productively used will be returned to the Department Chair for reassignment.