DEFINITION

Faculty members who retire from the university (with or without Emeritus status) who will be re-hired to continue the teaching, research or service mission of a department, academic unit or college for a period of time. For purposes of this re-hired appointment, these positions are classified similar to other faculty members holding adjunct teaching appointments. They are granted access to university resources such as electronic mail, library privileges, etc. and are compensated for their time and effort with a recurring payment on an academic term by term basis. Persons holding these positions are eligible for the greater of adjunct faculty benefits or retired faculty benefits.

GLOSSARY OF TERMS

ERHM
TAHM
OBM
OEO

HIRING AND APPOINTMENT PROCESS

All Board of Trustees approved Emeritus are to be processed in PeopleAdmin using the Emeritus/Retiree Hiring Manager (ERHM) User Types. Effective 07/01/2012, all Emeritus appointments are to be processed using the new Emeritus/Retiree Hiring Manager process. Instructions for this process are available on the Human Resources web page.

An Emeritus/Retiree Faculty who will receive pay is to be processed as a rehire through the university’s recruitment and selection system – PeopleAdmin. All persons are to be hired under the new classifications listed below. Emeritus with pay and Retired with Pay positions are to be created as pooled positions using the Emeritus/Retiree Hiring Manager (ERHM) Role in PeopleAdmin. When a Faculty is processed into an Emeritus/Retiree with pay position the action code will be a rehire (with or without a break) and the action type will be an additional assignment. The original Emeritus/Retiree positions will become the secondary positions, while the new positions with pay will become the primary position.

When selecting the Application Type in PeopleAdmin, the ERHM should use the Emeritus/Retiree Application Type. The Emeritus/Retiree Application can be completed by the staff member processing the hiring action.

Emeritus/Retirees who are rehired carry academic rank. The Faculty is to be rehired in a position that is the same rank or similar ranks that the faculty member held at the time of retirement. If the actual rank is not stated below, the faculty is to be appointed into the position closest to the rank.

- Emeritus
- Assistant Professor – Emeritus
- Assistant Professor – Emeritus (Non-Tenure)
- Assistant Professor - Retired
- Associate Professor - Emeritus
REHIRED EMERITUS WITH PAY
RETIRED REHIRED FACULTY WITH PAY

- Associate Professor – Emeritus - (Non-Tenure)
- Associate Professor - Retired
- Instructor - Retired
- Professor - Emeritus
- Professor – Emeritus (Non-Tenure)
- Professor – Retired

These new positions are assigned to the Employee Subgroup F-9 (Faculty Term Adjunct) classification during set-up in the UCFlex system. Note: The Academic Rank will be displayed on the employee I.D.

ALL Emeriti with Pay and Retired Faculty with Pay positions must be approved by the Senior Vice President or Designee for the Hiring Unit before the Office of Budget Management (OBM) will create the position. This approval process requires that requisitions for these new positions follow the traditional workflow that mirrors the Hiring Manager Role in People Admin.

**NOTE: THESE NEW POSITIONS CANNOT BE CREATED OR FILLED USING THE ADMINISTRATIVE USE FORM (AUF ROLE) or THE TERM ADJUNCT HIRING MANAGER ROLES IN THE PEOPLEADMIN SYSTEM.**

MISCELLANEOUS INFORMATION

- A service break for this new group has been defined as 90 days.
- A background check will be needed if the Faculty is rehired 91 days or more after the retirement separation date.
- No background check will be needed if the faculty is rehired within 90 day after the retirement separation.
- This process is for retired faculty only.
- The position will be separated if HR audit process and procedures determine that the faculty has not been paid in 18 months or more. This is the same process that is currently being used for Term-Adjunct and Student Hire Appointments.
- When the faculty position is separated, the original emeritus/Retiree appointment will become primary.
- Hiring Process – the ERHM does not have to enter an interview date or Visual Race.
- The ERHM does not have to submit the applicant to OEO for approve.
- The ERHM can make the applicant hiring complete and the hiring proposals will print using the same process that is use for the TAHM Hire Forms.