Checklist to Retire: Faculty Member

These suggested steps are intended to supplement, not replace, the guidance of a retirement, tax, financial planning or other related specialist. You may want to begin the final year processes earlier than suggested here.

When retirement is a couple of years off:

- Tell your academic unit head and dean of your interest in a retirement date in adequate time to initiate the search for your successor. Request their assistance in the transition to retirement.
- Inquire about emeritus status if you desire this honorary designation, which is not automatically bestowed.
- Attend any retirement education workshops or programs sponsored by your retirement system, UC HR, the AAUP, or the Provost Office and begin to prepare with tax and financial advisors.

When retirement is a year off:

- If you are in STRS or OPERS, consult with the appropriate system about your eligibility to retire, you may want to meet in person with a retirement system representative.
- If you are in the “grandfathered” or Alternative Retirement Plan (ARP), consult your financial planner and/or retirement plan representative to review an estimate of your retirement benefits.
- Review your eligibility for Social Security and/or Medicare. You may want to meet in person with a Social Security representative.
- Review your options for health care coverage after retirement.
- Attend one or more of the retirement information sessions sponsored by HR and the AAUP to get an overview of the process and the benefits implications and seek answers to your questions.

When retirement is six months off:

- Set a specific date to retire and notify your academic unit head, your Dean and the Benefits Division in HR, of your decision in writing. For AAUP faculty six months’ notice is stipulated in Article 18.1.
- If you intend to seek Emeritus status, also notify your academic unit head in writing so you do not lose e-mail, parking, library privileges, and other rewards that come with Emeritus status while waiting for the multi-step approval process to be completed after you retire. See the process description below.¹

¹ Faculty members employed before July 1, 1977, who did not elect STRS or OPERS when UC became a state university could elect to be in a retirement plan provided by TIAA-CREF, Fidelity, or Vanguard.

¹ Emeritus status approval process begins with notification by a retiring faculty member to the academic unit head and proceeds through departmental approval and recommendation to the Dean, then to the Provost, then to the Board of Trustees. This process can take several months. Work with your unit head to make sure all the steps are moving expeditiously so that the approval is on the agenda of the Board of Trustees two months prior to your retirement.