Faculty Retirement & Emeritus Faculty Appointment Process

Step 1 (Retiring Faculty Member and Department)

- WFUSM faculty member announces retirement.
- Department BA/Administrative Leader submits a request for an Emeritus Appointment to the Office of Faculty Affairs as quickly as possible after the retirement announcement is made (FacultyAffairs@wakehealth.edu).
  - Needed materials include:
    1. Letter of support from the Department Chair
    2. FTE% (if any) – Must be $\leq$ 20% and clearly stated in Letter of Support
    3. Updated CV in WFUSM format

Step 2 (Office of Faculty Affairs)

- The Emeritus Appointment request is sent to Faculty Affairs Leadership and the Emeritus Academy Advisory Committee for review.
- Both the Department Chair and BA/Administrative Leader will be notified of the decision.

Step 3 A (Department BA) – IF THERE <u>IS CONTINUED FTE %</u> GOING FORWARD

- The Faculty Affairs team will be responsible for updating the RANK of the faculty to include "Emeritus" within COREConnect.
- No further action needed from the Department BA.
- There will be no change in the faculty members job code.

<p align="center">**If you went through step 3 A (above), this is the END OF THE PROCESS.**</p>

Step 3 B (Department BA) – IF THERE IS <u>NO CONTINUED FTE %</u> GOING FORWARD

- Once the Emeritus Appointment has been reviewed and you have been notified of the approval, the following steps must take place.
  - DO NOT ENTER THE EMPLOYMENT END DATE INTO COREConnect.
  - Submit a ticket through the https://atrium.service-now.com/sco (IAS Service Center Online/Get Help)
  - The ticket should be submitted to the attention of the "Contingent Workforce" team requesting – the creation of an "Emeritus Contingent Worker" profile _and_ the termination of the faculty employment profile.
  - Within the ticket submission, the following information must be provided/attached:
    1. Faculty Employee EID #
    2. Faculty Full Name
    3. Department Name
    4. Department 14-Digit COREConnect Code
    5. Department BA Name/Administrative Lead
    6. Last Date of their Employment
    7. Date the Emeritus Appointment will begin (this should be the date immediately following the last date of employment)
    8. Access levels needed once the faculty member becomes Emeritus (badge, system, etc.)
    9. Copy of the email from the Office of Faculty Affairs confirming that the Emeritus Appointment was approved.

Step 4 (Contingent Workforce)

- CW Team receives the ticket and creates the Emeritus Contingent Worker profile within COREConnect.
- CW Team enters the employment end date into COREConnect.
- CW Team closes the ticket, which will automatically alert the Department BA that the work has been completed.

<p align="center">**If you went through steps Step 3 B and Step 4 (above), this is the END OF THE PROCESS.**</p>