

Retirement Guide

Congratulations on your decision to retire and thank you for your dedication to the CED! This document is intended to provide guidance on the process of retirement and emeritus status. All USG and UGA policies must be adhered to.

Preliminary Steps

1. Take some time to review the various USG and UGA online resources and then schedule an appointment to meet with someone in the UGA HR office as soon as possible. They can help you decide on an official date of retirement.
2. Submit a retirement letter notifying the Dean of your retirement date, at least 6 months in advance of your retirement date.
3. Notify the Dean and Associate Dean if you have any special requests beyond your retirement date. Any requests will be pending USG and UGA policies and CED availability.
4. If you plan on leaving anything at the CED, please contact the Archival Committee chair and let them know when and how you want materials archived at the CED.
5. All items purchased with state funds (books, equipment, drives, supplies, materials) are property of the State and should remain in your office. Items purchased with grant funds are subject to ownership as stated in the funding agreement.
6. Coordinate with the CED Librarian for donation of any books or publications.
7. Coordinate with the CED IT Director for the return of all equipment, materials, supplies, and office keys.
8. Connect with us through social media and check out ced.uga.edu often for the latest news and events.

Privileges

In compliance with the Off Campus Use of Assets by the USG Board of Regents Policy <https://policies.uga.edu/Finance/Property-Control-Equipment-and-other-Asset-Inventory/Asset-Use/Off-campus-use-of-assets/>, retired faculty must return all portable computers, equipment, and peripherals. Decisions concerning the use of office space and equipment by emeriti/part-time faculty will be made with the following criteria in mind:

- The individual should continue to participate in teaching, or research, or public service activities which, in the judgment of the dean and department head, will benefit the academic discipline, the college, and The University of Georgia.
- The individual should continue to represent the University of Georgia by participating in lectures, seminars, workshops, etc. as a nationally/internationally recognized authority on an area of specialization within an academic discipline.
- The objective in providing some office space to emeriti faculty should be to encourage the continuation of scholarly productivity without sacrificing the manageability of our physical resources or our existing unit level operations.

The CED typically provides part time faculty with office space/shared office space and equipment during the semester that they teach and/or until they finish advising any students.

You can find out about other UGA retired faculty privileges such as email service, library access, and sporting events here: <https://grad.uga.edu/index.php/faculty-and-staff/graduate-faculty-information/retired-faculty-privileges/>

Retire Rehire

An individual who has retired from the USG and is receiving benefits from TRS, ERS, or ORP may be eligible for reemployment on a part-time basis by the USG. Reemployment of USG retirees by the USG must fall under the following conditions:

1. The reemployment of a USG retiree must be approved by the hiring institution's president. Institutions must submit a copy of their hiring and approval procedures to rehire USG retirees to the University System Office of Human Resources upon request.
2. A rehired retiree must have a minimum break of at least one month between the effective date of his or her retirement and the effective date of his or her reemployment.
3. The work commitment of a rehired retiree must be less than half-time, i.e., less than 49 percent.
 - The salary that is paid to a rehired retiree must be no more than 49 percent of the last compensation earned at retirement, or, the average compensation used to determine a retiree's benefit at retirement (for TRS retirees), whichever is deemed higher; with consideration for the average cost of living adjustment increases that have been applied since the employee retired;
4. The salary that is paid to a rehired retiree must be consistent with his or her work commitment.

(A retire rehire contract cannot be discussed or initiated before the date of retirement. To do so could result in a suspension of retirement funds and all eligibility to work as a rehire for up to a full year.)

For anyone interested in applying as a retire rehire, please review USG and UGA policies: <https://provost.uga.edu/policies/academic-affairs-policy-manual/1-09-appointment-procedures/#p-1-09-11>
https://policies.uga.edu/pdf/employment_of_retirees.pdf,
https://policies.uga.edu/pdf/employment_beyond_retirement.pdf

Emeritus Status

The University of Georgia may confer, at its discretion, the title of "emeritus" on any retired and tenured professor, associate professor, or assistant professor, or Board-approved non-tenure track faculty of equivalent rank, who, at the time of retirement, had ten years or more of honorable and distinguished service in the University System. Also, the University of Georgia may confer, at its discretion, the title of "emeritus" on any

Board-approved, retired administrative officer who, at the time of retirement, had ten years or more of honorable and distinguished service in the University System.

For anyone interested in applying for Emeritus Status, please review USG and UGA policies: <https://provost.uga.edu/policies/academic-affairs-policy-manual/1-17-emeritus-status/>

Other resources:

USG Benefits: <https://benefits.usg.edu/benefits-resources/planning-for-retirement>

UGA HR Retired Employees: https://hr.uga.edu/Current_Employees/Retiree/Retiree/