

## RETIREMENT/RESIGNATION/EMERITUS STATUS

This form is to be used for tenured, tenure-track, and multi-year faculty, continuing, continuing-track, and multi-year academic professionals. **Colleges:** please send this form and supporting documentation in one PDF to [melissa.heaton@asu.edu](mailto:melissa.heaton@asu.edu) during the semester of retirement or resignation. For additional information and instructions see the attached process guide. Faculty members should not be sent this form.

<b>Section A. Retirement/Resignation.</b>		ASU ID:	
NAME OF INDIVIDUAL:		TITLE/ACADEMIC RANK:	TODAY'S DATE:
COLLEGE:		UNIT (please no acronyms):	
ACTION TYPE (Please check one):	Resignation	Retirement	
CONTRACT TYPE (Please check one):	Academic year (Last day contracted to work is May 15/effective date of May 16)	Fiscal year (Last day contracted to work is June 30/effective date of July 1)	
REQUESTED EFFECTIVE DATE (month/ day /year):*		*If requested effective date is after May 16 for an academic-year appointment, please fill out section C.	
PLEASE NOTE INDIVIDUAL'S PLANS AFTER LEAVING ASU AND/OR THE REASON FOR LEAVING ASU (OPTIONAL):			

<b>Resignations</b>	SUPPORTING DOCUMENTATION. Please attach: 1. PDF of individual's resignation letter 2. PDF of unit's acknowledgement of the resignation. See <a href="#">ACD 508-06</a>		
<b>Retirements</b> See <a href="#">ACD 002</a>	RETIREMENT AGREEMENT ALREADY IN PLACE?*	yes	no
	*Please see the definition of "retirement agreement" before answering this question.		
	YEARS OF SERVICE IMMEDIATELY PRECEDING RETIREMENT:	AGE AT RETIREMENT:	
	HAS THE INDIVIDUAL SIGNED UP FOR A RETIREMENT DISTRIBUTION?	yes	no
	Please note: if the individual elects to not receive a distribution from an ASU-sponsored program (ORP or ASRS), s/he will not be eligible for emeritus status, or ASU retiree benefits, including Reduced Tuition Benefit (ABOR 6-902.B), Retiree Accumulated Sick Leave (RASL) program (ARS §38-615), or state-sponsored retiree health care benefits. The individual must sign up for a retirement distribution within 30 days of the retirement effective date.		
SIGNATURE OF ADMINISTRATOR:		PRINTED NAME OF BUSINESS OFFICE MANAGER OR OTHER ADMINISTRATOR:	
SUPPORTING DOCUMENTATION. Please attach: 1. PDF of individual's retirement letter with requested end date (unless a signed retirement agreement is already in place).			

**Section B. Emeritus Status Request (retirements only).** See [ACD 607-01](#), [P23 Process Guide for Emeritus Status](#).

EMERITUS STATUS REQUESTED BY DEAN (please check one):	yes	no	DATE APPOINTED TO CURRENT RANK:
SUPPORTING DOCUMENTATION. Please attach: 1. PDF of individual's letter with retirement date and request for emeritus status (required).* 2. PDF of dean's letter (required).** 3. PDF of chair/director's letter (optional).**			
* If a provost-approved retirement agreement is already in place, we just need the individual's written request for emeritus status. ** At least one letter, either from the dean or the chair/director should summarize the case for emeritus distinction.			
PRESIDENT'S APPROVAL:			DATE

**Section C. End-date Extension (if applicable).** See <https://cfo.asu.edu/precollected-benefits-deductions>.

ACCOUNT NUMBER TO PAY FOR DAYS BEYOND MAY 15:			
PURPOSE OF EXTENSION BEYOND MAY 15 (teaching, research, etc.):			
SIGNATURE:	DATE	SIGNATURE:	DATE
PRINTED NAME OF CHAIR/DIRECTOR:		PRINTED NAME OF DEAN:	
PROVOST OFFICE APPROVAL:			DATE

# Process Guide for Retirements/Resignations/Emeritus Status

(tenured, tenure-track, and multi-year faculty; and academic professionals on continuing, continuing-track, and multi-year appointments)

Academic Affairs Manual (ACD) policies governing retirements, resignations, and emeritus status: [ACD 002](#), [ACD 607-01](#), [ACD 508-06](#)

## Timing

The process for resigning, retiring and/or requesting emeritus status should start during a faculty member's or academic professional's (AP's) last semester. Please see <https://cfo.asu.edu/precollected-benefits-deductions> for information regarding benefits and deadlines.

## Retirement/Resignation/Emeritus Status Form

This form is for tenured, tenure-track, and multi-year faculty, as well as continuing, continuing-track, and multi-year academic professionals (APs). The college submits one Retirements/Resignations/Emeritus Status form for each applicable faculty member or academic professional. With the exception of [phased retirement agreements](#) and other retirement agreements drawn up by the Office of General Counsel, all these processes (retirement/resignation/emergitus status/end-date extension) need to be done at the same time with this form. If a retirement agreement is in place, use this form to request emeritus status during the final semester of employment.

The completed form and supporting documents should be sent from the college to [melissa.heaton@asu.edu](mailto:melissa.heaton@asu.edu) in one PDF (not a PDF portfolio), with the form as the first page, followed by supporting documents.

## Section A of the form: Retirements and Resignations

1. **ASU ID.** Please list the ASU employee ID number.
2. **Name.** Please list the name found in PeopleSoft. Nicknames may be added in parentheses.
3. **Title/rank.** If this is a multi-year appointment, please add "MY."
4. **Today's date.** Please enter today's date.
5. **College & unit.** Please no acronyms; even if we know what an acronym stands for now, in future years, the names may change.
6. **Action type.** Please indicate if the individual is resigning or retiring.
7. **Contract type.** Please note that "contract type" refers to the type of appointment specified in the offer letter, and has nothing to do with how many paychecks an individual receives throughout the year. Someone who is contracted to work from Aug 16 to May 15 has an academic appointment. Someone who is contracted to work from July 1 to June 30 has a fiscal appointment.
8. **Requested effective date.** Use this field to indicate the effective date requested by the college. For those retiring or resigning from academic appointments, the default effective date is May 16. Please note that the effective date will always be the day after the last date of employment. For example, for someone on an academic year appointment, whose last day of work is May 15, the default retirement effective date is May 16. The academic chair/director should sign, and if there is no chair/director, the dean should sign. If a retirement agreement is in place, there is no need to request a date, as the date has already been set.
9. **Individual's plans after leaving ASU, if known.** If you know the reason an individual is leaving or where they are going, please list that information briefly here.
10. **Resignations.** Please attach the individual's resignation letter and the unit's letter acknowledging the resignation (ACD 508-06). See ACD 508-06 for instructions if the unit is unable to obtain a resignation letter from the individual.
11. **Retirement agreements.** Retirement agreements are documents signed by the provost, the dean, the director, and the faculty member. If a faculty member has a retirement agreement such as a Phased Retirement Agreement and Release (see the HR website for this form), and both the faculty member and the college are requesting emeritus status, check yes in this section. If the faculty member has a retirement agreement and the college is not requesting emeritus status, there is no need to turn in this form.

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12. **Terminated for cause.** Indicate whether the individual is being terminated for cause. Per [ACD 002](#), in order to be considered a retired faculty member or retired academic professional, the individual's employment cannot be terminated for cause.
13. **Years of service.** Indicate the individual's number of years of full-time employment in the Arizona university system immediately preceding retirement. Per [ACD 002](#), in order to be considered a retired faculty member or retired academic professional, the individual must have completed five years of full-time\* continuous employment immediately preceding employment.  
\*.5 FTE or greater
14. **Age at retirement.** Indicate the individual's age upon his/her retirement effective date. Per [ACD 002](#), in order to be considered a retired faculty member or retired academic professional, the individual must be at least 50 years old.
15. **Retirement distribution.** Confirm whether the individual has signed up, or plans to sign up, for a retirement distribution. Per [ACD 002](#), in order to be considered a retired faculty member or retired academic professional, the individual must receive a retirement distribution under an Arizona university-sponsored retirement program (Optional Retirement Program or Arizona State Retirement System). The individual must sign up for a retirement distribution within 30 days of retirement. Please note that receiving an ASU-sponsored distribution is one of the pre-requisites for ASU retiree benefits including Reduced Tuition Benefit (Arizona Board of Regents (ABOR) 6-902.B.2), the State of Arizona Retiree Accumulated Sick Leave (RASL) program (Arizona Revised Statutes (ARS) §38-615), and state-sponsored retiree health care benefits. As a best practice, ask the individual via email so you have their response in writing.
16. **Signature of Administrator.** By signing in this section, the administrator confirms that the individual has submitted, or plans to submit, the appropriate retirement distribution paperwork (or online request) to the Office of Human Resources, is at least 50 years old, has at least five years of continuous full-time employment in the Arizona university system prior to retirement, and has not been terminated for cause. Administrators confirming the information in this section can be business operations managers, human resource managers, or other administrators responsible for benefits paperwork at the unit or college level. Print the name of the administrator whose signature confirms the paperwork submission. Please note that until the information requested in this section can be confirmed, the individual cannot be considered for emeritus status.
17. **Supporting documentation.** Supporting documentation becomes part of the individual's permanent file. We need a single letter or email from the faculty member or AP which indicates intent to resign or retire. Long email discussions with multiple participants will not be accepted. Additionally, emails and letters which discuss the employment status of more than one individual will not be accepted, so please redact if necessary. All supporting documentation (emails, letters, etc.) must be included in one PDF, including the Retirement/Resignation/Emeritus Status form. Please do not attach CVs, spreadsheets, human resources paperwork, or any other materials which have not been specifically requested.

### Section B of the form: Emeritus status

1. **Only for retirees.** Emeritus status is only bestowed on those retiring, not resigning. For a definition of retirement, see Academic Affairs Manual (ACD) policy defining retirement: [ACD 002](#). Additional information regarding emeritus status can be found at [ACD 607-01](#).
2. **Emeritus status requested by dean.** For each retirement, prior to submitting this paperwork to the provost's office, the college must decide whether or not emeritus status is to be requested. Depending on the circumstances, the college may want to reach out to the unit to confirm that no future emeritus requests will be coming forward for a particular individual. At the time of retirement, the faculty member should request consideration for the honor through his/her unit. However, at the same time, the academic unit should remind the individual to consider if they want to apply for the honor.
3. **Date appointed to current rank.** For the individual retiring, list the date of appointment to the current rank. For example, if a full professorship was granted effective the 2012-13 academic year, his/her appointment date at that rank would most likely be August 16, 2012.
4. **Individual's letter of request.** Please note that we need to see in writing that the individual has requested emeritus status.

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5. **Dean, chair and director letters.** A case has to be made for bestowing this honor. The dean and/or the chair/director should discuss the contributions and achievements of the faculty member. Again, emails will be accepted in lieu of letters, but long email discussions with multiple participants will not be accepted. Please do not attach CVs, spreadsheets, or any other materials which have not been specifically requested. Normally the chair/director writes a substantial letter with details that the dean confirms in a short letter. We must receive some kind of letter from the dean, even if it is just to say that he/she agrees with the chair/director.
6. **Retirement agreements.** If a phased retirement agreement or other retirement agreement drawn up by the Office of General Counsel is in place, use this form to request emeritus status in the final semester of employment. No need to attach the retirement agreement, which we should already have on file.

### Section C of the form: End-date Extensions

1. **Deadline.** Please see <https://cfo.asu.edu/precollected-benefits-deductions> for the deadline for requesting an extension.
2. **Account number.** Include the account number which will cover employment through the additional days. Please do not attach additional materials such as grant proposals, spreadsheets, etc.; we just need the account number.
3. **Purpose of extension.** Explain what the faculty member or AP will be doing during the extended time: teaching, research, etc. The purpose should be beneficial to ASU. Please do not attach additional documents in lieu of filling out this field.
4. **Printed names.** Please be sure to print out the names of those signing. We can't always identify the individual from his/her signature.
5. **A12 pay schedule.** Please note that for those individuals with academic appointments on A12 salary schedules, effective-date extensions do not extend appointments into the following fiscal year. For example, when such an individual is granted an extension to work through August 15, 2014, this is considered an extension of the 2014-15 appointment only. There will be no additional academic compensation beyond July 1, with the exception of summer teaching or research responsibilities.