



Dean's Office Faculty Affairs

Checklist - Post-Retirement Appointment of Full Time and Clinical Emeritus Faculty

To process an appointment for a retired full-time or a retired clinical faculty member through the Dean's Office &

Candidate's name: _____
Department _____
Date _____

Reference:

- [University Counsel: Policy AP1 \(formerly Policy #27\): Appointment of Retired Faculty Members](#)
- [Faculty Relations: Retirement](#)
- [Policy on Clinical Faculty Appointments](#)

Post-Retirement Appointments may be assigned to tenure stream Emeritus faculty who return to active service to the University under [UBC Policy AP1 \(formerly Policy #27\)](#).

Initial Post-Retirement Appointment (newly created Post-Retirement Appointments):

1. Confirmation of Appointment Letter/Email

- Does not have to be a signed offer letter; confirmation of appointment letter/email will suffice.

Post-Retirement Reappointments:

1. Reappointment confirmation letter/email

- Does not have to be a signed offer letter; confirmation of appointment letter/email will suffice.

NOTE: Paid appointments are for a renewable term of one year or less, and unpaid appointments are for a renewable term of three years or less.

Questions? Please contact Faculty HR Team.