FoM FAQs for Post-Retirement Appointments

What is a Post-Retirement Appointment?

Post-retirement appointments are for retired faculty members who are providing a specific benefit to the unit or faculty after they have retired.

Who needs a Post-Retirement Appointment?

Anyone actively engaged with the University after they have retired should have a post-retirement appointment (for example: someone who will need to manage Workday approvals or have access to the student information system). These can be paid or unpaid. For more information about appropriate appointments for different types work, please refer to Table 1.

Does a Faculty Member with Emeritus Status need a Post-Retirement Appointment?

Yes – emeritus status is a distinction awarded to retired faculty members for their service. It is not an active appointment on Workday. Emeritus faculty members cannot hold grants or be paid regularly without an active (post-retirement) appointment.

Does a Post-Retirement Appointee retain their Emeritus Status?

Yes – if a faculty member has been granted emeritus status they will not lose this status if they are appointed to a post-retirement appointment.

Can Clinical Emeritus Faculty Members hold Post-Retirement Appointments?

Clinical faculty members who have retired from their clinical practice can still hold an active clinical faculty appointment. If they will still be making contributions to the University then they should keep their regular clinical faculty appointment. Once they have fully retired or significantly reduced their contribution, they may apply for Emeritus status and hold a post-retirement appointment for limited contributions.

Is the process for becoming Emeritus the same for Clinical Faculty as it is for Tenure Stream Faculty?

No – Tenure stream faculty are reviewed by the Senate automatically after they retire if they meet the criteria for emeritus status. For clinical faculty, the Department Head needs to make a recommendation and send in an application for emeritus status after they have retired. These recommendations are reviewed by the Senate in May and November of each year. The deadlines for submitting applications to the Dean's office are normally April 15 and November 15 (please see our newsletters for exact dates). For more information and requirements, please refer to Mednet.

How do I process a Post-Retirement Appointment?

Unpaid Post-Retirement Appointments can be processed on Workday by changing the emeritus position from 'ongoing' to 'unpaid term'. Paid Post-retirement Appointments can be processed on Workday by changing the emeritus position from 'ongoing' to 'fixed term'. You will need to upload/attach a copy of the offer letter and any other relevant documents. (Note: Faculty Relations has confirmed that for Emeritus Faculty members who are reluctant to sign post-retirement appointment offer letters, an email with confirmation of duties/expectations or an unsigned offer letter can be attached instead). The checklist for post-retirement appointments can be found here.

How do I end a Post-Retirement Appointment?

Please switch their emeritus position from 'term' to 'unpaid ongoing' positions once they are no longer actively working.