



Retired and Emeritus Faculty Policy

Retired faculty may provide valuable resources and insight to CFAES based on their many years of experience in teaching, research, extension, and administrative service. Their continued participation in CFAES activities after retirement can be mutually beneficial and such activity is encouraged. This document outlines the mechanisms for engagement with retired faculty members. There are a number of University, OAA, and College rules and policies relevant to rehiring faculty; please review these before making the decision to rehire a retired faculty member. Note also that “emeritus” is not equivalent to “retired.”

Eligibility for *emeritus* faculty status

Emeritus status is an honor; it is not conferred automatically upon retirement. Criteria will be determined by the academic unit. A faculty member may be recommended by the TIU head, the Dean, and the Executive Vice President and Provost for emeritus faculty status per University Faculty Rule University 3335-5-19. The [application form](#) must be accompanied by the faculty member’s signed retirement letter. The TIU head forwards the unsigned application form, retirement letter and a vita to the Senior Associate Dean for Faculty and Staff Affairs who reviews the request with the Dean. Once approved, the appropriate forms are loaded to DocuSign for signatures. There are some benefits associated with emeritus status. See <https://oaa.osu.edu/sites/default/files/uploads/handbooks/policies-and-procedures/HB-Full.pdf>, section 2.3.1.6 for details.

MOU governing *retired* faculty who are rehired

The relationship of retired faculty members who wish to teach, mentor students, perform research, or contribute in other ways to CFAES shall be governed by a written memorandum of understanding (MOU).

The retired faculty member and the TIU head (or, if the post-retirement rehire is outside of the TIU, the appropriate CFAES administrator) will complete an MOU, which will describe the mutually beneficial activities to be engaged in by the retired faculty member. The agreement must be approved by the Dean (or designee) and the Office of

Academic Affairs. (This requirement is *in addition to* OAA policies and forms relevant to retired faculty members.*) At minimum, the MOU will:

- establish financial arrangements for compensation of the retired faculty member for participation in agreed-upon activities, if appropriate;
- identify facilities that may be used, if needed;
- identifies equipment, technology and keys that will be provided; and
- establish beginning and ending dates and describe means for amending the MOU, if necessary.

No compensation of the retired faculty member by the unit, College, or University will be allowed outside of the MOU. Retired faculty members with an agreement for teaching or research must follow all University rules and policies and submit annual conflict of interest statements and external consulting agreements (as applicable). Unless the MOU outlines alternative arrangements, the balance in start-up, release time, residual, development, or earnings funds assigned to the faculty member will be returned to the TIU at the time of retirement, to be used at the TIU head's discretion. Retiring faculty members will vacate their office and laboratory space, and return all university-owned equipment, technology, and keys to the TIU by the date of their retirement. Workday outlines this in the separation process (<https://admin.resources.osu.edu/courses/separations-for-managers/off-boarding>).

*Please review University [policy 4.25, Reemployment of Faculty and Staff](#) and the [required form for reemployment](#). Note that these links were current at the time of implementation of this CFAES policy and may be changed.

CFAES Faculty Rehire Guidelines

Revised June 10, 2019

June 26, 2015

Retired faculty members serve the College of Food, Agricultural and Environmental Sciences, its academic schools and departments, and its support units in a variety of temporary and interim roles. These include filling short-term instructional needs, overseeing specialized programs or initiatives on an interim basis, or assisting with the completion or transition of research projects and programs. Recognizing these contributions, CFAES continues to support the limited rehiring of retired faculty members; our primary goal remains renewing the faculty ranks in as timely a manner as circumstances permit.

In cases where it is essential to rehire a retired faculty member on a short-term basis in order to meet a critical need, the following guidelines will apply:

1. Rehires will be made on a semester-by-semester or annual basis, generally for no more than two consecutive years.
2. Rehires will be made case-by-case, and as infrequent exceptions to the normal practice of refilling vacant positions with new faculty members in a timely manner (e.g. within 2 years).
3. Requests for faculty rehires should be related to specific tasks (e.g. teaching courses, managing programs, assuming administrative responsibilities, etc.), and in defined transitional roles. A post-transition plan for those roles or tasks should be submitted with each request to rehire a retired faculty member.
4. Faculty members will generally not be rehired to complete research projects or programs. Approvals for exceptions will be with the understanding that any compensation will be derived from extramural sources associated with the research project(s).
5. Faculty members should not make retirement decisions based on a presumption of being rehired, or with the belief that one process is contingent upon the other.
6. All reemployment of faculty should follow the requirements and procedures in the [OHR Policy 4.25, Reemployment of Faculty and Staff](#) and [OAA policy on Faculty Appointments](#), Section I (capital i) Reemployment of retired faculty.
7. Questions about general or specific practices and policies, or individual rehires, should be made through unit leaders to the college's Associate Dean for Faculty and Staff Affairs.