

**POST-RETIREMENT EMPLOYMENT AND OTHER OPTIONS  
FACT SHEET FOR FACULTY  
DIVISION OF HUMANITIES  
April 16, 2014**

The Humanities Division at UC Santa Cruz encourages and supports Recall appointments of retired academic senate faculty who wish to continue to contribute to their departments or research projects. These contributions are highly valued and enrich the curriculum and experiences of our undergraduate and graduate students.

University of California academic personnel policies include options for post-retirement employment for academic senate faculty who have retired and hold an Emeritus appointment. Although these options are not to be considered "entitlements," the Humanities Division will make every attempt to honor recommendations for Recall appointments that are submitted by Humanities Programs and Departments. Such proposals must be recommended by the Department Chair, Language or Writing Program Chair, or College Provost and approved by the Dean. Proposals will be evaluated based on:

- 1) Curricular need
- 2) Availability of Instructional resources
- 3) Teaching record of the proposed appointee

The first step for faculty members who wish to be considered for a Recall appointment is a consultation with the Department Chair/Program Chair (or College Provost where relevant). It is important that faculty members be aware of the following important parameters when entering into conversations with the Department Chair about a Recall appointment:

**Course Assignments**

Course assignments must be made in accordance with departmental curriculum and leave planning processes and final authority for these assignments rest with the Department/Program Chair or Provost. If an assignment is turned down by the faculty member, the Recall appointment will not take place for the year in question and must be recommended anew for future years. Although Chairs and Provosts will take into consideration the preferences of the faculty member for one teaching assignment over another, the final authority must rest with the Chair/Provost so that the curriculum can be appropriately balanced and executed.

**Office Space Assignments**

The Department Chair has final authority to assign office space under the control of the Department. It is likely that office space will be shared during non-teaching quarters. Although Chairs will be mindful of the desires of retired faculty to remain in the office space they were assigned during active service, it is possible that space reassignments could become necessary during the course of a Recall agreement. Chairs will communicate as far as possible in advance should relocation be necessary due to space shortages or competing needs. The Division of Humanities will cover expenses for one move to a local off-campus location at the time of retirement or during the initial recall period and will make arrangements for any on-campus moves that are necessary during the recall period.

**Authority for Approval of Recall Appointments and Standardization of MOUs**

The Dean of Humanities has final approval authority for the recall arrangements mentioned below. Terms of the recall agreements are specified below and are not negotiable beyond what is listed.

Three options are available:

**A. Ad Hoc Recall Agreements (APM 205 and CAPPM 500.205) – Department funded (if paid)**

During any academic year following retirement (with the exception of a required 30 day hiatus from the retirement effective date during the first year after retirement), a department may submit a recommendation to recall a retired academic senate faculty member. The candidate will receive an appointment letter once the file has been reviewed and approved by the dean. The criteria for ad hoc recalls are:

1. The teaching, research, and/or administrative needs of the department;
2. Availability of office and laboratory space;

3. Availability of budgetary resources;
4. Ability of the candidate (a small appointment file is submitted);
5. Post-retirement Recalls typically take place on a year-to-year basis and are dependent on funding, and a recommendation from the Department Chair for the Recall;
6. See C.3. below for salary information.

**B. Appointments as Research Professor (CAPPM 501.000) – Grant/Fellowship funded (if paid)**

For faculty who meet the criteria listed below, the Research Professor title is an option. Appointments are made for one year or the duration of any active grant. Appointments to this title can be renewed after the appropriate review. The criteria for Research Professor appointments are:

1. Faculty member must have an active external grant, a proposal to attain funding, or a recent history of external grants; or
2. internal salary funds for research; or
3. publication of scholarly books, monographs, or journal articles; or
4. regular scholarly presentations at professional meetings;
5. Appointments as Research Professor can be with salary (from the grant) or without salary;
6. Appointments are initiated through the department, in accordance with departmental procedures; the dean has authority to appoint in this title after Committee on Academic Personnel review.

**C. Pre-Retirement Recall Agreements (Under APM 205-20, CAPPM 500.205) -Division Funded for one year**

For faculty who are over 60 years of age with at least five years of service credit who wish to base their retirement decision on the promise of teaching during the academic year following their retirement, the option of a Pre-Retirement Recall Agreement is available. The Agreement would include the following benefits and would be negotiated prior to retirement:

1. Recall for teaching within the home department during the year following retirement (with a 30-day break in service so that, for instance a July 1 retiree could be recalled in Winter or Spring, but not Fall) of the following academic year;
2. Divisional funding for up to two courses:
  - a. Courses must be in core undergraduate or graduate curricula;
  - b. Course assignments must be made in accordance with departmental curriculum and leave planning processes and with approval of the Department Chair;
  - c. If the agreement is for two courses, the courses must be scheduled in separate academic quarters;
  - d. Through an annual appointment process that takes place during the spring quarter before the year of recall, the department will submit a file to the division that names the course(s) and quarter(s) of teaching (an appointment confirmation letter will be issued);
3. The salary rate for retired academic appointees recalled to teach is percentage-based. The maximum salary rate is the individual's annual base salary rate (including any off-scale) for the academic position held at the time of retirement, range adjusted forward. Recall appointments to teach in Humanities (Departments, Programs, and Colleges) are typically made at a fixed rate that is less than the maximum. The current default rate is \$10,300 (subject to range adjustment when the 9-month ladder rank professorial scale is adjusted). Appointments may be made at lower rates based on availability of funding.
4. Retention of office space that will be shared during non-teaching quarters (it desired but not guaranteed that this would be the faculty member's current office space; allocation of office space remains the authority of the Department Chair);
5. Retention of computing equipment and access to computing support;
6. Continued research and grant administration and support;
7. Agreement by the faculty member to separate from UC employment as of a specific date.

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