RESIGNATION, RETIREMENT AND EMERITUS APPOINTMENT

RESIGNATION

Mandatory Documents Required (<u>original</u> and one (1) <u>copy</u> to College APO):
☐ Faculty member's letter addressed to the Chair indicating his/her intent to resign, reason, destination and/or future institution, and effective date
☐ Chair's letter acknowledging the faculty member's notification of resignation

<u>Opus</u>
Update Opus by separating the faculty.

<u>EDB Update</u>
Faculty must be separated via EDB
▪ Follow the steps in the EDB manual, <u>C9.0 EDB Academic Actions – Separations</u>
▪ Add Elsa Shannon to the PAN

RETIREMENT & EMERITUS APPOINTMENT

<u>Definition of Emeritus</u>
▪ An appointee in the Regular Professor Series who retires from UCLA retains an honorary title as Professor Emeritus

<u>General Information</u>
▪ After processing EDB separation due to initial retirement, there can be no EDB activity for a minimum of 30 days
  o For recall to active duty, reference Recall Appointment/Reappointment section

Mandatory Documents Required (<u>original</u> and one (1) <u>copy</u> to College APO):
☐ Faculty member's letter addressed to the Chair indicating his/her intent to retire and the effective date
☐ Chair's letter acknowledging the faculty member's notification of retirement

<u>Opus</u>
Update Opus by changing the status of the faculty.

<u>Initial Emeritus Appointment </u>(with No Recall to Active Duty)
Faculty should be separated via EDB for retirement purposes
▪ Follow the steps in the EDB manual, <u>C9.0 EDB Academic Actions – Separations</u>
▪ Add Elsa Shannon to the PAN
There should be no additional EDB activity for a minimum of 30 days (after initial retirement date)
▪ It is recommended that the Department Coordinator verify from the faculty member that s/he has received her/his first retirement payment before updating EDB to reflect emeritus status
▪ EDB Instructions to Reflect Emeritus Status:
  o Go to the ESEP screen and delete the dates/codes in the following fields:
    – Last Day on Pay
    – Separation Date
    – Separation Reason

- Go to the EAPP screen and enter the without salary Emeritus appointment:
  - Use action #14 (Academic Status Change) in the appointment line action code field. The appointment begin date will be the next day after her/his retirement date. Use title code 1132. This applies to faculty in the Regular Professor Series who retire from UCLA independent of their rank at retirement.
  - Go to the EPER screen and enter a BELI code of 5 and update the effective date