RESIGNATION, RETIREMENT AND EMERITUS APPOINTMENT

RESIGNATION

Mandatory Documents Required (original and one (1) copy 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

Opus
Update Opus by separating the faculty.

EDB Update
Faculty must be separated via EDB

- Follow the steps in the EDB manual, C9.0 EDB Academic Actions – Separations
- Add Elsa Shannon to the PAN

RETIREMENT & EMERITUS APPOINTMENT

Definition of Emeritus

- An appointee in the Regular Professor Series who retires from UCLA retains an honorary title as Professor Emeritus

General Information

- After processing EDB separation due to initial retirement, there can be no EDB activity for a minimum of 30 days
  - For recall to active duty, reference Recall Appointment/Reappointment section

Mandatory Documents Required (original and one (1) copy 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

Opus
Update Opus by changing the status of the faculty.

Initial Emeritus Appointment (with No Recall to Active Duty)
Faculty should be separated via EDB for retirement purposes

- Follow the steps in the EDB manual, C9.0 EDB Academic Actions – Separations
- 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:
  - 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.