



## Reemployment of Faculty and Staff, Policy 4.25 Parameters and Criteria for Rehiring Retired Faculty and Staff

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### Parameters and Criteria for Rehiring Retired Faculty Members

1. A full two calendar month break in employment is required between the retirement date and the reemployment date.
2. If rehired into a faculty position, salary is not greater than 75% of final salary at time of retirement (for faculty, includes base and supplemental pay such as off duty pay and administrative attachments; excludes performance bonuses).
3. If rehired into a staff or administrative position, salary is based on market analysis of the position.
4. If the faculty member has been previously rehired into a full-time staff or administrative position and then rehired into a faculty position, salary is not greater than 75% of the full-time post-retirement position.
5. Rehiring into a faculty position is done annually. These annual appointments require the approval of the unit head, dean and Office of Academic Affairs (OAA). Appointment renewals must give documentation of a performance review and after a period of five years should also include a brief description of the unit's longer term plans for the position. Requests for multiple year appointments will be approved on a case-by-case basis and will generally be contingent on funding from external sources (e.g., grants and clinical earnings).
6. Appointments into a staff position will in general not be approved in greater than two year increments and also require approval of the unit head, dean, OAA, and VP as appropriate.
7. Appointment is into a position for which the faculty member has particular expertise (e.g., teaching of a course or courses in a particular area while new faculty are being recruited or other faculty are on leave, service as a principal investigator on a research grant, service in an administrative capacity in which the faculty member has experience, etc.).
8. In general, approval of appointments is based on the needs of a unit rather than the individual desire of the faculty member, with particular attention to the ways in which the reappointment can benefit the academic and/or outreach mission of the unit, including students and patients, and to the longer-term succession plans of the unit.
9. Rehires of faculty physicians in the Medical Center will be based on performance, productivity, and current/forecasted patient volume and can include practice plan incentives.

### Parameters and Criteria for Rehiring Retired Staff Members

1. A full two calendar month break in employment is required between the retirement date and the reemployment date.
2. If hired into the same staff position, salary is not greater than 75% of final salary at time of retirement.
3. If re-hired into a faculty position, or a staff position that is substantially different from the one previously held at the time of retirement, salary is based on market analysis of the position.
4. Faculty positions require approval of the dean and OAA.
5. Staff positions require approval of the unit head, dean/VP, and Office of Human Resources.
6. The appointment is based on the needs of the unit rather than the individual desire of the staff member, with particular attention to the ways in which the reappointment can benefit the university.
7. Appointments into a staff position will generally be for short term projects or transitions and not exceed two years. They will be approved in two year (or shorter) increments. Approval is based on a combination of business need and whether the appointment is into a position for which the staff member has particular expertise. The appointment should be supported because it saves resources or because the position cannot or should not be filled by a current staff member or new hire. *This criterion does not apply when a retired staff member has applied, gone through a competitive selection process and been selected for a staff position other than the one held immediately prior to retirement.*
8. If there is a request for reappointment after the second year, the unit must provide an explanation of its longer-term succession plan (e.g., plan for hiring a new staff member in the area, plan for filling a vacant administrative position, etc.). *This criterion does not apply when a retired staff member has applied, gone through a competitive selection process and been selected for a staff position other than the one held immediately prior to retirement.*