

## **Faculty Retirees**

In response to the revised Administrative Policy 5054 related to hiring retirees into staff and faculty positions, we have created separate letter of offer templates to use to update any existing School of Medicine faculty retirees, as well as for when you hire a new faculty retiree. For existing SOM faculty retirees, you can also prepare an addendum with the required retiree language, which many departments have been doing.

We will continue to also provide a part-time faculty appointment for these faculty retirees as well in the School of Medicine, but they will be entered into HCM as faculty retirees. You can include the faculty rank as a working title in HCM, if you wish. Since faculty retirees must be below 50% FTE, we created part-time clinical faculty letter of offer templates for faculty retirees. We added in the required language, with separate letters for ORP and PERA retirees.

As a reminder, you will need to route these letters through Central HR Operations via their retiree inbox, along with the working retiree questionnaire, for review and approval. Central HR will determine the appropriate job code and whether a posting is needed, approve any position updates, and review the draft LOO. Once they have confirmed the draft LOO has the appropriate retiree language, it will be approved for processing. At that point, you can submit the approved letter with the faculty action in your School of Medicine Faculty Action Smartsheet. Once the document is signed via DocuSign, you will return the signed LOO to Central HR, and they will then approve the hire transaction.

Below is the link to the Faculty Affairs Intranet. If you have any questions, please don't hesitate to reach out to us at [SOM.OFA@cuanschutz.edu](mailto:SOM.OFA@cuanschutz.edu).

<https://olucdenver.sharepoint.com/sites/SchoolofMedicineIntranet/SitePages/Faculty-Affairs.aspx>