

## Checklist Faculty Retirement Interview by Chairs and Unit Heads

Each topic given below should be covered in a retirement interview between the chair and the retiring faculty member. In general, the university offers full access to these items where available. The retiring employee should elect not to participate wherever appropriate. The correct box is to be checked for each entry. The checklist is signed by both and retained in the employees personnel records. A copy is given to the retiring faculty member for reference.

### I. Emeritus Status

If the retiring faculty member qualifies in terms of Section E.3.7 of the Manual, he or she is to be offered the opportunity to apply. Such applications should be initiated 3-5 months before the effective date of retirement.

- |  | <u>Accept</u>            | <u>Decline</u>           | <u>N/A</u>               |
|--|--------------------------|--------------------------|--------------------------|
| • Does she/he wish to apply for Emeritus status? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Emeritus/emerita application forwarded:        | Date _____               |                          |                          |

### II-A. Remaining a Member of the CSU Community: Administered by Departments

**Does Retiring Employee Wish to Retain These Departmental Linkages When Available?**

- |   | <u>Accept</u>            | <u>Decline</u>           | <u>N/A</u>               |
|---|--------------------------|--------------------------|--------------------------|
| • Inclusion in department's faculty or all persons listserv?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Listing on the department web site  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Inclusion on distribution lists for departmental newsletters and other publicity. Professional accomplishments of retirees may also be featured | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Inclusion on invitation lists for department social functions   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Departmental and alphabetical listing in CSU phone directory  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • When resources permit, retain office space with telephone and computer connections within the department's general area                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### II-B. Remaining a Member of the CSU Community: Administered Outside Departments

Listed below are several benefits and facilities offered by the university to enhance the retired life of our faculty. Individuals are encouraged to make as full a use of these as they wish. Each of these is administered by central bodies. Responsibility for making contact and requesting access rests with

the retiree. A departmental administrative staff member may assist if necessary. The primary responsibility of the department is two-fold:

- a. To familiarize the retiring faculty member with these options,
- b. To ensure the immediate entry into the Oracle database of the retiree's new status. Accessing most of these facilities requires that the service provider be able to verify retired status on the HRS Oracle database.

**Retiring Faculty Member Has Been Made Aware of These Benefits and Services:**

- |  | <u>Accept</u>            | <u>Decline</u>                               |
|--|--------------------------|--|
| • Does the retiree wish to receive periodic e-mails and other communications from the President's or Provost's office addressed to "The CSU Community?"  | <input type="checkbox"/> | <input type="checkbox"/>                     |
| • Full faculty privileges at CSU libraries. Key services available to retired faculty are 1) 6-mo. check-out, 2) full InterLibrary Loan (ILL) service, 3) assistance from reference librarians, and 4) remote access to proprietary data bases. Due to 1997 flood losses, ILL services can be essential to the diverse reading and creative interests that often emerge in retirement. |                          | <u>Discussed</u><br><input type="checkbox"/> |
| • A permanent CSU picture ID card. Provides another form of picture ID and eases access to university services. ID office is located ????  |                          | <input type="checkbox"/>                     |
| • An electronic identity (eID), a simplified and secure authentication and authorization across multiple university electronic systems and services which require an electronic login. Your eID consists of 1) a login name (eName) and 2) password which adheres to certain rules. Most faculty will have an eID which moves with them into retirement. Contact ACNS.                 |                          | <input type="checkbox"/>                     |
| • Free e-mail account with electronic ID (eID). The default format is the university's generic <u>firstname.lastname@colostate.edu</u> . Contact ACNS.   |                          | <input type="checkbox"/>                     |
| • Free parking in "A" lots. Contact Parking Services after mid-July.   |                          | <input type="checkbox"/>                     |
| • Use of campus recreational facilities, for a fee.  |                          | <input type="checkbox"/>                     |
| • Discounted membership in the University Club. This carries with it discounts at the Aspen Grille as well.  |                          | <input type="checkbox"/>                     |
| • Very significant discounts on computer software and hardware   |                          | <input type="checkbox"/>                     |

**Record of Pre-Retirement Discussion Held:**

Signature: Faculty Member	Date	Signature: Department Chair	Date
(Copies to be given to retiring faculty member and placed in member's personnel file)			