



UMass Chan
MEDICAL SCHOOL

Office of
Faculty Affairs

FREQUENTLY ASKED QUESTIONS FOR RETIRING FACULTY

With whom do I need to discuss my plans for retirement?

There are three groups within the institution that you should contact as you formulate a plan for retirement.

- Your Human Resources representative: to review financial and insurance planning including the most beneficial timing of retirement.
- Your Division Chief and/or Chair: to review the impact and plan for succession or training needed for others to take on work and/or roles you have held.
- Your mentees and colleagues: to be sure there are clear career plans in place and agree on what training or other mentoring might be needed before your retirement.

Is there any support to help me think through a retirement plan and beyond?

For financial and insurance planning, Human Resources is a good source of information. Explore options for ongoing engagement with medicine and science, and craft an overall plan for retirement and beyond. Contact HumanResources@umassmed.edu for a consultation about the transition to retirement.

What if I want to go part time before retiring fully from UMass Chan/UMMMG?

The [Guidelines for Part-Time Faculty Employment](#) are intended to help both you and your Division Chief and/or Chair assess the potential for part-time work. The guidelines provide information about elements that need to be discussed and guidance for that process. See [Resources and Guidance for Faculty Considering Retirement](#) for additional information about succession planning.

Can Phased Retirement apply to tenured faculty?

The [Guidelines for Part-Time Faculty Employment](#) are meant to be general, not proscriptive. A phased retirement requires a plan that includes details about timing, funding from ongoing grants, and ongoing engagement within the institution. For tenured faculty this plan will often specify how the funding associated with tenure will be managed during the phasing-to-retirement period.

What is the process for obtaining EMERITUS status at UMass Chan?

Only faculty who are at the level of Professor and who have both an International reputation and have been an active member of the faculty for at least ten years prior to retirement qualify for Emeritus status. The title is conferred by the Chancellor on recommendation of the Dean/Provost at

the request of the Chair. If the faculty member meets the criteria, s/he should discuss Emeritus with their Chair, who will then provide documentation and a request to the Dean/Provost.

Do I retain my UMass Chan faculty title after retirement?

Faculty who retire from UMass Chan or UMMMGM but who remain as active voluntary faculty may continue to use their academic title (“Associate Professor of Medicine”). Faculty who retire but are no longer active may refer to themselves as a “retired Associate Professor of Medicine” or “Associate Professor of Medicine (retired)” but they should not represent themselves as, or imply that they are still, an active faculty member at UMass Chan.

What if I want to attend events and seminars on campus after retirement?

Through your Department Administrator you can arrange for a “retired faculty” badge which will allow you entrance to the buildings (including the library) to attend events. If you arrange with your Department Administrator to keep your umassmed.edu email you will continue to receive general faculty information and the OFA NewsWire newsletter which will keep you apprised of the events that are occurring on campus. If you are using a umassmemorial.org email you will need to activate or reactivate your umassmed.edu account. Finally, make sure your Department Administrator notifies the OFA about your retirement and your desire to receive targeted retired faculty invitations to convocation and other special events.

Can I continue to use the library resources?

Retired faculty are welcome to request an appointment to come into the Lamar Soutter Library and use library resources in-person. Please use [Ask a Librarian](#) to request an appointment. Remote access to library resources is not provided to retired faculty.

Can I keep my email?

Yes, however if your email is umassmemorial.org you will need to activate or reactivate your umassmed.edu account. You cannot continue the umassmemorial.org email. You can also choose to have your email forwarded to another email. Your Department Administrator will need to request this from IT services.

What about parking?

Retired faculty can park in general/patient parking. There is no reduction in fees for parking for retired faculty.

Can I be a PI on a Grant?

Retired faculty generally are not PIs on major grants. However, an Exception Process is possible for Special Projects or Grants.