

Leaving the University?

Checklist for faculty who are preparing to retire from Ohio State

If you are preparing to retire: start by reviewing the steps listed on the OHR website at hr.osu.edu/benefits/retirement/preparing-to-retire/ and then read below.

The following final steps list guidance specifically from the College of Arts and Sciences.

Step 9: Apply for Emeritus Status

- I. If you want emeritus status*, fill out the top portion of the Request for Emeritus Status form (oaa.osu.edu/sites/default/files/links_files/Form207.pdf) and attach a signed letter stating your retirement date.
 - This requires approval by your home unit, your college, the Office of Academic Affairs, and the Board of Trustees.
 - Forms generally need to be submitted to the Office of Academic Affairs a month before the Board meeting at which final approval will be made. See Board meeting schedule at trustees.osu.edu/.
 - Log in to OHR's Employee Self Service at hr.osu.edu/ to ensure that the home address you have on file is current. The Office of the Board of Trustees will contact you at your home address on file after emeritus status has been approved.
 - The Board will also provide you with further information about parking and other privileges associated with emeritus status, including getting a permanent emeritus ID card getting library privileges and use of recreational facilities

**According to Faculty Rule 3335-5-19 (C), emeritus status is open to tenure-track, clinical, and research faculty who are eligible to retire from the university. See the Office of Academic Affairs Faculty Appointments Policy for qualifying details (oaa.osu.edu/assets/files/documents/facultyappointments.pdf).*



Step 10: Meet with Your Chair or Director

1. Discuss your plans for your current graduate student advisees.
2. Discuss whether you wish to advise new graduate students post-retirement.
 - This requires approval by your home unit, your divisional dean, and the Graduate School.
3. Discuss your plans for current or applying for future sponsored research through Ohio State.
 - Maintaining current PI status requires approval by your home unit, by Divisional Dean Christopher Hadad, and the Office of Research.
 - If you wish to be paid from these grants, you must follow the process in the Reemployment of Faculty and Staff Policy 4.25 (hr.osu.edu/public/documents/policy/policy425.pdf)
4. Inform your chair/director if you are willing to teach courses if your unit has such a need in the future. Such courses are generally paid at the lecturer rate.
5. Discuss with your chair/director any requests regarding ongoing space or disbursements of any existing research accounts. The provision of office space is not automatic and is a decision made by the college with the consultation of the chair. More information is available on the ASC Intranet under Faculty Guidelines. If space is required, fill out the college request form for office or lab space in the Offboarding and Emeritus Faculty section on the Faculty Guidelines page and send to Sergio Soave in the college office.

Step 11: Join Ohio State Groups Specifically for Retirees

All retired faculty are encouraged to participate in the many educational and cultural programs provided through the Ohio State University Retirees Association (OSURA) and to continue to be involved with the University through [OSURA](#).

See <https://faculty.osu.edu/faculty-support/faculty-life/emeritus-academy> if you are interested in applying to participate in the Emeritus Academy.

