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**FACULTY RETIRE/REHIRE PROCEDURES and CHECKLIST**

***Please forward this form with each request***

Faculty Member’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Department:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Background***

The University of Georgia has policies regarding rehiring retired employees. See

<http://provost.uga.edu/index.php/faculty-affairs/part-time-retirees>.

***Procedures***

If a Department Head wishes to rehire a retired faculty member, the retiring individual in collaboration with the department head needs to complete the appropriate form. The unit should review the [UGA Procedures for Re-Employment of a University System of Georgia Retiree](https://provost.uga.edu/resources/faculty-resources/Retire_Rehires/retiree_rehire_request_procedures.pdf) and complete the [Request form](http://busfin.uga.edu/forms/faculty_position_retiree_form.pdf) as a **DRAFT *to the Office of Faculty Affairs prior to signatures being obtained***.  This form must be initiated after the date of retirement and re-employment must not start before the mandatory 30 days past the official retirement date.  Details of the work, space, programmatic and fiscal oversight should be discussed with and approved by the unit head and discussed with the appropriate associate dean before the form is forwarded.

Upon completion of the UGA request for Payment of the University System of Georgia Retirement form with approval of the form by the Office of Faculty Affairs and the appropriate departmental signatures, the form should be sent to Kellie Borders in 324 Old College. Please contact Kellie at [kborders@uga.edu](mailto:kborders@uga.edu) with any questions.

Processing Steps:

***Department-level:***

* **Complete form as soon as it is known that the rehire will take place.** [Faculty Affairs requires 30-days prior to rehire, but the Franklin College needs the form before the 30-day deadline]
* Email a draft of the form directly to Faculty Affairs at [dlord@uga.edu](mailto:dlord@uga.edu) Date approved\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Discussion of retire/rehire of the faculty member with appropriate associate dean.
* Funding confirmed. Attached or provide funding details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Form is sent to the Dean (c/o Kellie Borders, 324 Old College). Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***College-level:***

* Reviewed by Franklin College Associate Dean and Franklin Budget Office:

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Dean signs. Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Sent to Office of Faculty Affairs. Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_