

**University of Illinois at Chicago**  
**Proposal for Re-Employment of a U of I Retiree**

(This form is not required for Support Staff retirees hired pursuant to the SUCSS, retirees appointed to unpaid positions, or for non-University of Illinois retirees)

Retiree Name \_\_\_\_\_ UIN \_\_\_\_\_  
*(Name should be listed as it appears in Banner)*

**Position(s) Prior to Retirement**

Title	Unit / Campus	Retirement Date	FTE Appt (%)
Annual Salary	Source of Funds		

**Proposed Re-Employment**

Proposed Title	Unit/Department	Begin Date	End Date	FTE Appt (0% if hourly)	
Proposed Annualized Salary Rate	Projected Actual Salary Cost for Period of Service <sup>1</sup>	If Hourly, Estimated Work Hours per Week and Hourly Rate	If Grant-funded, Total Amount of Grant		
Source of Funds / Percent Time:	<input type="checkbox"/> % State	<input type="checkbox"/> % ICR	<input type="checkbox"/> % Grant	<input type="checkbox"/> % MSP	<input type="checkbox"/> % Self-Supporting
Banner Information:	Position # _____	Pay Dates (If different from above) _____			
	Fund _____	Org _____	Account _____	Program _____	

<sup>1</sup> This amount should reflect the total actual salary paid for the period of service, e.g., if rehired for one semester, the "actual salary cost" should be calculated based on the monthly rate and number of actual pay dates during the service period.

<b>CAMPUS APPROVAL</b>	<b>Proposed Appointment: If one of the criteria listed below is met, BOT pre-approval is not required.</b>			
	Check the reason for seeking Campus approval of rehire.	<input type="checkbox"/> Retired faculty who teach courses, advise students & perform related duties on a part-time or occasional basis.	<input type="checkbox"/> Retired faculty or staff who conduct research on appointments funded by grants or contracts.	<input type="checkbox"/> Retired clinical faculty who provide patient care on a part-time or occasional basis.
		<input type="checkbox"/> Retirees who are appointed as an academic hourly on a temporary basis.	<input type="checkbox"/> Retirees who are appointed on a temporary basis to perform staff functions when other options are not feasible.	<input type="checkbox"/> Previous academic appointee re-employed as extra help.
	Describe how criteria for re-employment is met. (Attach sheet if additional space is required)			
<b>Approvals</b>				
	Unit or Department Head _____		Date _____	
	Dean or Equivalent _____		Date _____	
	Faculty Affairs H.R or UIC H.R. _____		Date _____	

<b>PRIOR BOT APPROVAL</b>	<b>Check the applicable reason for requesting BOT approval.</b>			
	<input type="checkbox"/> Senior Administrator/Administrator to be re-employed in same or similar position			
	<input type="checkbox"/> Hired pursuant to an open and competitive search			
	<input type="checkbox"/> Hired to perform research not funded by a grant or contract			
<input type="checkbox"/> Hired as an academic hourly appointee with no anticipated end date				
<input type="checkbox"/> Proposed for hire in any academic appointment that does not meet the criteria specified above for campus approval.				
Describe job duties retiree will perform and justification for re-employing this proposed retiree (attach sheet if additional space is required)				
<b>Approvals</b>				
	Unit or Department Head _____		Date _____	
	Dean or Equivalent _____		Date _____	
	Vice Chancellor _____		Date _____	
	Chancellor _____		Date _____	

**See attached instructions for additional information**

## Instructions on the Policy for Re-employment of a U of I Retiree

In accordance with the University's Board of Trustees Policy for Re-Hiring University of Illinois Retirees, approved July 13, 2006, **all appointments or reappointments of University of Illinois retirees, except those exempted below, will require prior approval either by the designated campus authority or the Board of Trustees.** Appointments which do not require prior Board approval before becoming effective will be reported to the Board in writing near the time of each regular Board meeting. A copy of the Board's policy is available on the following websites: [http://www.uic.edu/depts/oa/policies\\_proced.html](http://www.uic.edu/depts/oa/policies_proced.html) and <http://www.uic.edu/depts/hr/whatsnew.html> . In order to comply with the mandates of the Policy, a form for requesting the reappointment of a retiree as defined under Section II or III below has been developed and can be found at these same websites. The form also assists in the collection of information needed to notify the Board. In order to facilitate the completion of a Banner transaction once an appointment is approved, PITS information is included on the same form.

- I. **Retirees Exempted from Approval Process:** the following appointments are exempt from the review and approval process referred to above. (Re-employment does not require the completion of the form.)
  - Support Staff retirees hired pursuant to the State Universities Civil Service System, hired in status or extra-help positions
  - Retirees appointed to unpaid positions
  - Non-University of Illinois retirees, including SURS annuitants from other SURS covered institutions.
  
- II. **Re-employment of Academic Retirees requiring Campus Approval and Notification to the Board:** the following appointments must be submitted for review and approval to the designated campus authority. Once approved, the Board should be notified in writing of the appointment or re-appointment near the time of the next regular Board meeting.
  - Retired faculty members who teach courses, advise students, and perform related duties on a part-time or occasional basis
  - Retired faculty or staff who conduct research on appointments funded by grants or contracts
  - Retired clinical faculty members who are employed to provide patient care on a part-time or occasional basis
  - Retirees who are appointed as academic hourly employees on a temporary basis
  - Retirees who are appointed on a temporary basis to perform staff functions when other options are not feasible. This could include the re-employment of a former academic professional to an extra-help staff position.
  
- III. **Re-employment of Retired Faculty or Academic Professionals which require Prior Approval by the Board** include:
  - Senior Administrator/Administrator to be re-employed in same or similar position
  - Hired pursuant to an open and competitive search
  - Hired to perform research not funded by a grant or contract
  - Hired as an academic hourly appointee with no anticipated end date
  - Proposed for hire to any academic appointment that does not meet the criteria specified in Section II above.

Re-appointments under Section III must be reviewed for approval within the retiree's reporting chain including the Unit or Department Head, the Dean or Equivalent, the Vice Chancellor to whom the Dean or Equivalent reports and the Chancellor. Note that these appointments cannot be made effective until the Board has approved them. A schedule for submission deadlines can be found at <http://www.uic.edu/depts/oa/aptsrefoc.html>.

Once approved by the Board, the Chancellor's Office will notify UICHR or FAHR, as appropriate, who will then inform the department and process the appointment for entry into Banner.

Questions regarding academic professionals and non faculty administrators should be directed to Jacob Hoots ([jacobh@uic.edu](mailto:jacobh@uic.edu)) at 6-9306. Questions regarding faculty and faculty with administrative appointments should be directed to Angela Yudt ([ayudt@uic.edu](mailto:ayudt@uic.edu)) at 5-2412.