

Name: _____ Faculty Staff

NEW Post-retirement appointment RENEWAL Post-retirement appointment

Personnel Number: _____ Years renewed to date: _____

Position title: _____ Department: _____

Retirement Date: _____ Salary at Retirement Date: _____

Beginning Date: _____ (Faculty and staff with civil service appointments must have a three-day gap. Example: Retirement date April 1 and post-retirement appointment start date April 5. Faculty and staff with non-civil service appointments must have a one-day gap. Example: retirement date April 1 and post-retirement start date April 3.)

Ending Date: _____ (Appointment cannot exceed 12 months. Example: July 1 – June 30)

Job summary and justification for the appointment. Why is this individual uniquely qualified for this work?

Funding Source(s): _____

Appointment FTE Percentage: _____ Post-Retirement Salary: _____
(include whether hourly or salaried)

Notes:

- For faculty post-retirement appointments, this form must be signed by the department chair.
- Personnel must undergo a performance review before post-retirement appointments may be renewed.
- An I-9 is required for initial post-retirement appointments.

Routing: After the unit director and/or department chair have signed this form, route to the Office of Faculty Resources, Planning and Assessment, L-104 AgN through campus mail or scan and attach to email to Megan.Lucy@uky.edu.

Department Chair and/or Unit Director Signatures:

(This section is completed by the Office of Faculty Resources, Planning and Assessment.)

Business Center: _____ Date: _____

Dean's Approval: _____ Date: _____

Provost's Approval: _____