

**University of Illinois at Urbana-Champaign  
Instructions for Re-Employment of a U of I Retiree**

The complete Board of Trustees policy is available on the following websites:

<http://www.ahr.uiuc.edu/retirees/index.htm>

<http://www.pso.uiuc.edu/Forms/default.htm>

**All appointments and reappointments of University retirees, except those listed in Section A. below, will require prior approval of the Chancellor or his designee.** (Forward the "Request Form for Re-Employment of a U of I Retiree" to Elyne Cole, Associate Provost for Human Resources.) Copies of approved forms will be distributed to units following appropriate Chancellor/designee or Board approval.

Once the request has been approved, an HR Transaction Checklist, along with a copy of the approved request form, must be submitted to Academic Human Resources in order to enter the appointment in Banner. Units are not to direct-enter in Banner any job data for a retiree returning to an academic position. This includes Academic Hourly appointments. **Banner job-related entry will be performed in Academic Human Resources.**

**A. The following appointments are exempt from the approval policy and procedures listed above:**

- Retirees hired under terms and conditions of statute and rules established for the State Universities Civil Service System (Contact the Staff Human Resources Office at 333-5195; do not complete the request form.)
- Retirees appointed to positions within the State Survey units
- Non-University of Illinois retirees who may be SURS annuitants based on service at another SURS institution
- Retirees appointed to unpaid positions (zero percent time/non-salaried)
- Federal Retirement System (CSRS) retirees (However, Federal Retirement System retirees who are also SURS annuitants based on U of I service are not exempt.)

**B. Per Board of Trustees policy, the following academic appointments must be approved by the Chancellor or his designee and then reported to the Board (For the purpose of retiree appointments, the term "faculty" includes tenured or non-tenured faculty, instructors, lecturers, or teaching associates.):**

- Retired faculty members who teach courses, advise students, and perform related duties on a part-time or occasional basis
- Retired faculty or academic professional staff members 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 (appointment length of 12 months or less)
- Retirees who are appointed on a temporary basis to perform staff functions when other options are not feasible

**C. Per Board of Trustees policy, the following appointments will be forwarded from the Chancellor's office for direct approval by the Board:**

Retired faculty or academic professional staff members:

- Who served, pre-retirement, as Senior Administrator/Administrator proposed to be employed in the same or similar position
- Proposed to perform research not funded by a grant or contract
- Proposed for hire pursuant to open and competitive search process
- Proposed for an academic hourly appointment with no anticipated end date
- Proposed for any appointment falling outside the criteria listed above in Section B.