As you may be aware, the Provost recently sent the attached draft memo to the Deans and Department Heads clarifying a number of faculty policies and practices. These were also discussed at the Department Heads meeting held on September 1, with continued discussion planned for October 20, after which time the memo will be finalized.

As we enter into the new academic year, I wanted to follow up on this memo with further explanation on how we propose to operationalize these changes in practice. As always, I invite you to ask any questions you have and share your ideas and concerns. We will be developing and updating a set of FAQs to be posted on the Office of the Vice Provost for Faculty website as the year progresses.

**Faculty Recruitment and Retention**

*Any initial appointment on any faculty track that commits University-level funding (salary, start-up, etc.) or space must be approved by the Provost in writing before commitments are made. Among other things, this will allow the Provost’s office to track these central obligations.*

With both the Dual Career Program and Initial Appointment Approvals, we ask that a memo be prepared to document the financial commitments made by the Provost, central finance, and cognizant Deans and Department Heads with copy to their business managers. This memo should come from the department/college making the request and be sent to provost@andrew.cmu.edu for ease of tracking and facilitation of timely decision/response.

We will notify you when appointment letter templates are available on the Office of the Vice Provost for Faculty website. In the interim, Jim Mercolini is available to assist with any questions you have regarding appointment letters.

**Leave of Absence Applications and Approvals**

Updated professional, public service, and parental leave of absence forms are now available on the website for the Office of the Vice Provost for Faculty. Please ask your faculty to use these new forms when submitting a request.

*Professional Leave. When a faculty member requests an initial year of professional leave (with or without University funding), the Dean has the authority to approve. For any request to extend the leave beyond the first year, Provost approval will continue to be required.*
For all first year professional leaves, once the dean has approved, please send the approved application to facultyleaves@andrew.cmu.edu so that the University can track leaves and assure that appropriate stakeholders (including the University’s Leaves Manager and Benefits) are aware of the terms of the leaves being granted.

**Personal Leave, Faculty Family Leave, Faculty Parental Leave, Public Service Leave (and FMLA).** The Provost has delegated approval authority to Vice Provost for Faculty Kathryn Roeder. Otherwise, the application and approval processes will remain the same.

*All public service and professional leave requests should be submitted for approval no later than January 31, 2017.*

Please submit requests for approval, approved leaves, and any questions to facultyleaves@andrew.cmu.edu. The Provost’s Office will submit all approved leaves to the University Leaves Manager. If you have questions about faculty leaves, Jim Mercolini is available to answer questions or review leave applications.

**Endowed Chairs and Professorships**
Nominations for all new recipients or changes in recipients must be approved by the Provost. This may come about in the following ways:

- A new endowed professorship is established and the first recipient has been selected, a current recipient will no longer hold the chair including the reason (departure, retirement, planned turnover, etc.)
- A new recipient is named to an existing vacant professorship.
- A recipient for a visiting professorship has been selected.
- The establishment of and recipient announcement of a newly endowed chair created out of operating funds.

When a new recipient is selected, confirmation should be sent as soon as possible via email from the Dean’s Office to the Provost’s Office (provost@andrew.cmu.edu) and Beth Beyer in Donor Relations (bjbeyer@andrew.cmu.edu). A congratulatory letter signed by the Provost will be sent from Donor Relations to the recipient, copying the dean. This congratulatory letter will also include a copy of Professorship Donor Stewardship guidelines for recipients.

**Retirements and Emeritus Status**

**Monetary Incentive Retirement Option Amendment.** Recently, the University amended the Retirement Options for Tenured Faculty Policy with the primary and most important change relating to its Monetary Incentive Retirement Option (the “Option”).

Prior to this amendment, tenured faculty members could elect the Option under three different retirement windows and receive one-third, two-thirds or a full year’s academic salary upon their retirement, depending on the window elected. Under the amended Policy, tenured faculty members may elect the Option within a single three-year window that begins on the July 1 coinciding with, or immediately preceding, the date on which they reach the age of 64, and ends on the June 30 after they reach the age of 66, and are provided a full year’s academic salary upon retirement.
One Time Window. For the first 180 days following the effective date of the revisions to the Option (from September 1, 2016 to February 28, 2017), any tenured faculty member who meets the 10-year service requirement (e.g., has completed ten or more years of service on the tenure track) and is over the age of 66 may elect to retire under this option. In order to elect the option, the faculty member must notify the provost in writing (provost@andrew.cmu.edu) between September 1, 2016 and February 28, 2017 that the faculty member irrevocably elects to retire by the end of the first full academic year thereafter at the latest.

Extended Window. Tenured faculty (current or future) who will not have satisfied the requirement for a minimum of ten years of service until after the age of 66 are nevertheless eligible to participate in the monetary incentive retirement option based on the following provision. At the time the ten-year requirement is satisfied, such faculty shall have a 180-day "window" in which to make a written election to retire. A faculty member who makes this election is eligible to receive the maximum benefit under the monetary incentive retirement option, i.e., an amount equal to his or her base pay for the academic year that ends with retirement. If a faculty member so elects to retire, that retirement must occur at the end of a semester (either June 30 or December 31) and not later than the conclusion of the first semester that ends on a date that is at least 180 days after the date of the faculty member’s election. A faculty member who elects to retire under the terms of this paragraph must provide the provost with written notice (provost@andrew.cmu.edu) of his or her election to retire at least 90 days before that retirement will take effect.

Emeritus Status. Upon retirement, tenured faculty retiring under the university's Policy to Provide Retirement Options for Tenured Faculty become members of the emeritus faculty upon approval by the Board of Trustees.

In addition, tenured faculty who retire without taking one of the options under the Policy, associate professors, associate and full research professors, and associate and full teaching professors may also request emeritus status under the Emeritus Faculty Policy. Any such faculty who wish to take emeritus status should make this request in writing to their home department head. Department heads and/or deans should then notify the provost of the faculty member’s retirement and the departmental/dean approval.

The Provost’s Office then submits a listing of emerita faculty to the Board of Trustee for approval and sends written notice to the faculty of the conferral with copy to the Dean, Department Head and relevant business managers. Emerita appointments are entered into WorkDay as with other faculty appointments.