

Checklist for Recalls

For Emeritus faculty and Non-Senate Academic Retirees

See [APM 205](#) for policy on Recall for Academic Appointees

Refer to the Academic Affairs web page, [Retirements and Recalls](#), and the [Recall Title Codes Guide](#).

NOTE: A minimum 30-day break in service after the date of retirement is required prior to any recall to active duty.

Recall appointments are limited to a maximum of 43% time in each month period (or a dollar amount that translates to that equivalent). Normally, recalls are for one year at a time.

Departments should advise any academic retiree to consult with the Benefits Office prior to accepting any post-retirement appointment for determining the possible impact of such employment on their retirement benefits.

The Academic Affairs [Forms Online \(FOL\) system](#) should be used to submit requests for all recall appointments that involve: participation in teaching, service, involvement in a special research project, or administrative duties for all emeritus and non-emeritus academic retirees. The system will ensure correct campus approval routing.

When the home department is not the department requesting the recall, the hiring department must notify the home department (via email or concurrence on the recall request) to ensure that no other recalls have been approved and to inform the unit that the recall is occurring.

The Department will upload a PDF letter that includes the following:

- _____ Chair's recommendation letter, which shall include the following:
- _____ Other recalls in the last 12 months
- _____ Dates of recall
- _____ Salary amount and percent of time
- _____ Justification of recall

Indicate below, where applicable:

- _____ Teaching: Name of Course(s)
- _____ Service: Describe participation/involvement of service
- _____ Research: Describe research project and candidate's participation

The Dean will review the request, add recommendation in Forms Online and submit for routing to the Academic Affairs office. The Academic Affairs Consultant will review and route to the Vice Provost—Academic Affairs, who has approval authority.

Approval of the Vice Provost—Academic Affairs is required prior to entry in the payroll system. For intercampus recalls, consult with the dean's office.