Checklist for Recalls
Designated “Emeritus” faculty only

Department chairs must submit a written request for all recall appointments that involve emeritus faculty participation in teaching, service, or involvement in a special research project.

For emeritus faculty whose home department is not the one that is requesting the recall, the hiring department must notify the home department (via email or concurrence on recall request)

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).

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 Department will provide the following

☐ Chair’s recommendation letter, which shall include the following:
  ☐ Other recalls in the last 12 months**
  ☐ Dates of recall
  ☐ Salary amount
  ☐ 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 letter, add recommendation and submit to the Vice Provost for recommendation and submission to the Chancellor, who has approval authority.

Approval of the Chancellor is required prior to PPS entry. For intercampus recalls, consult with the dean’s office.

NOTE: Re-Employment of Academic Retirees (not Emeritus)

All policies and procedures applicable to employing an individual in an academic position would apply when hiring an academic retiree who does not hold emeritus status. Such employment is not considered a recall, even if the academic is being hired at a reduced percentage to the same type of position they held prior to their retirement.
Listed below are the primary title codes that are used for emeritus recalls---

**SENATE RECALL TITLE CODES:**
Teaching, Service or Teaching with Research

- 1106 Professor-Academic Year-Recalled
- 1109 Professor-Academic Year-1/9th-Recalled
- 1116 Professor-Fiscal Year-Recalled
- 1146 Professor-Bus/Engr-Academic Year-Recalled
- 1148 Professor-Bus/Engr-Academic Year-1/9th-Recalled
- 1206 Associate Professor-Academic Year-Recalled
- 1209 Associate Professor-Academic Year-1/9th-Recalled
- 1216 Associate Professor-Fiscal Year-Recalled
- 1246 Associate Professor-Bus/Engr-Academic Year-Recalled
- 1248 Associate Professor-Bus/Engr-Academic-1/9th-Recalled
- 1660 Senior Lecturer SOE-Academic Year–Recalled
- 1662 Senior Lecturer SOE-Recalled–1/9th Payment
- 1663 Senior Lecturer SOE-Fiscal Year-Recalled
- 1665 Lecturer SOE-Academic Year–Recalled
- 1666 Lecturer SOE-Academic Year–Recalled-1/9th Payment
- 1667 Lecturer SOE-Fiscal Year-Recalled

For use of the title code below, refer to Directive 98-066

1707 Research Professor

**ACADEMIC FEDERATION RECALL TITLE CODES (when Emeritus status has been granted):**

- 3802 _____ Recall