

EMERITUS FACULTY

Conditions of early retirement and eligibility for a retired faculty consultant's contract are set forth in Article 14.1 of the United Faculty Agreement. The procedure covering requests, awards and payments follows:

1. Concurrent with or following submission of a letter of retirement, the employee submits in writing to the College President, a request to serve as a consultant to the District. The request must be accompanied by the "Request for Faculty Early Retirement Teaching Contract."
2. If the request is approved by the College President, District Human Resources forwards the retirement and request for a consultancy to the Governing Board.
3. After Board approval, District Human Resources will forward the request for consultancy to the District Comptroller to prepare a "Retired Faculty Consultant's Contract."
4. Once the Comptroller's office completes the contract, it is forwarded to the retiree for signature and returned. Upon receipt of the signed contract, the District Comptroller forwards the "Retired Certificated Employee Consulting Payment Authorization" forms to the College President based on the performance schedule. Payments for services are made by the District upon receipt of the completed forms.
5. The consultant retiree's intention to continue service for the following year must be forwarded in writing to the College President no later than February 15 of each calendar year.
6. The colleges will forward to District Human Resources a list of faculty members requesting to continue emeritus service each year. District Human Resources will audit and forward a combined district-wide listing to the Comptroller. The Comptroller's Office will forward the continuation requests for Board action. Contracts will be issued to continuing faculty members by the Accounting Department after Board approval.
7. Income for retired faculty consultants cannot be deferred until the following calendar year or academic year--it must be paid during the year in which it was earned. Any such deferred compensation is a violation of District procedures and Internal Revenue Service codes and, therefore cannot be authorized.
8. If an emeritus faculty contract assignment is changed after the initial agreement has been approved, an amended Teaching Assignment Plan must be forwarded to District Human Resources.

United Faculty Agreement, Article 14.1