

University of Illinois at Springfield
Proposal for Re-Employment of a U of I Retiree

Retiree Name _____
(Name should be listed as it appears in Banner)

UIN _____

Position(s) Prior to Retirement (List main position here; attach sheet listing other additional positions if applicable.)

Title	Unit / Campus	Retirement Date	FTE Appt (%)
Annual Salary	Source of Funds		

Proposed Re-Employment

Proposed Title	Unit/Department	Begin Date	End Date	FTE Appt (0% if hourly)

Proposed Monthly Salary Rate (Hourly if appropriate)	Total Salary Cost for Period of Service ¹	Source of Funds / % Time	If grant funded, total amount of grant
		<input type="checkbox"/> % State <input type="checkbox"/> % Grant <input type="checkbox"/> % ICR <input type="checkbox"/> % MSP <input type="checkbox"/> % Self-Supporting	

¹ Please estimate for hourly appointment

Proposed Appointment: Category

- Please check the type of appointment you are requesting.
- Retired faculty who teach courses, advise students & perform related duties on a part-time occasional basis.
 - Retirees who are appointed as academic hourly on a temporary basis.
 - Retired faculty or staff who conduct research on appointments funded by grants and contracts.
 - Retirees who are appointed on a temporary basis to perform staff functions when other options are not feasible. (i.e., Visiting, Interim, Acting)
 - Other; explanation attached

Proposed Job Description/Justification/Employment Procedure

Job Description (Attach sheet if additional space is required):

Justification (how this rehire will provide a clear and substantial benefit to the University) (Attach sheet if additional space is required.):

Approval is being sought to reappoint via the following employment procedure (check):

- Retiree selected as a result of an open search.
- Contractual obligation as under a formal retirement agreement.
- Waiver of search with appropriate rationale (attach Equal Opportunity and Access approval.)
- Hire exempt from search process per campus Equal Opportunity and Access guidelines.

Approval Decision

Unit or Department Head	_____	Date	_____
Dean or Equivalent	_____	Date	_____
Provost	_____	Date	_____
Chancellor—for appointments requiring prior approval by BOT	_____	Date	_____
Date of Board of Trustees approval	_____	Date	_____

Forward this form to: Patti Sims, Assistant Provost, PAC 538, MS-525

See attached instructions for additional information

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

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 Patti Sims, Assistant Provost.) Copies of approved forms will be distributed to units following appropriate Chancellor/designee or Board approval. Once the request has been approved, a PITR can be submitted for the appointment.

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 UIS Human Resources Office at 206-7095; 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 Provost 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.