



# **Handbook of Operating Procedures**

**Section:** 6.1.3  
Originally Approved: 10/05/1990  
Last Amended: 09/09/2008  
Last Reviewed:  
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## **FACULTY RESIGNATION/RETIREMENT AND MODIFIED SERVICE**

### **A. Purpose**

The purpose of this policy is to provide guidelines for notification of faculty resignations and retirements and for possible employment after retirement, i.e. modified service.

### **B. Persons Affected**

This policy applies to faculty.

### **C. Policy**

#### **1. Notice of Resignation or Retirement**

- a. When resigning or retiring, a faculty member should give due consideration and timely notice to the appropriate University of Texas-Pan American officer.
- b. A faculty member should request resignation or retirement no later than May 15 if it is to begin at the start of the subsequent Fall semester and October 15 if it is to begin at the start of the subsequent Spring semester. Faculty members who meet the May 15 deadline will receive full consideration for summer teaching.

#### **2. Employment of Retired Faculty – Modified Service**

- a. In accordance with the [Texas Education Code Section 51.964](#), the University may employ a person who has retired under the Teacher Retirement System of Texas (TRS) or the Optional Retirement Program (ORP) if:
  - i. the University of Texas System Board of Regents determines that the employment is in the best interest of the UT System or the University and,
  - ii. a person retired under TRS must have been retired for at least 30 days before the effective date of reemployment; or
  - iii. a person retired under the ORP may be rehired after retirement without a break in service.
- b. Recommendation for, and appointment to, modified service of a faculty member who has retired shall be made only after a review of the individual's past and current performance and a finding that the individual is not only competent to



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continue his or her duties, but that the continued service of the individual will result in a significant benefit to the institution.

- c. Appointment to modified service shall be without tenure and for no more than one academic year. [Rule 31002, Section 1 of the Regents' Rules and Regulations](#) shall not apply to non-renewal of such appointments. If the University determines after an annual review, recommendation, and finding that the individual is not only competent to continue his or her duties, but that the continued service of the individual will result in a significant benefit to the institution, it may offer reappointment to modified services.
- d. The workload of an individual on modified service shall be no more than one half of his or her work load immediately preceding appointment to modified service.

### **D. Definitions**

1. *Retirement.* Withdrawal from employment with the University with a retirement benefit or enrollment in retiree health insurance.

### **E. Responsibilities**

Not applicable.

### **F. Procedures**

1. The faculty member shall notify in writing his or her department chair of the impending resignation or retirement. The letter of notification shall include the effective resignation or retirement date.
2. The department chair is responsible for notifying the Dean, Provost/Vice President for Academic Affairs, and President of the intended resignation or retirement.
3. The President shall provide the faculty member with written notification of the acceptance of the faculty member's resignation or retirement within 30 calendar days of receipt of the faculty member's written notice of resignation or retirement.

### **G. Review**

The Divisional Head for this policy is the Provost/Vice President for Academic Affairs and this policy shall be reviewed every five years or sooner if necessary by the following Stakeholders:

