



Information for Faculty Considering Retirement

Phased Retirement Plan

A faculty member who wishes to retire should notify his or her department chair at least six months in advance of the date of retirement.

Tenured faculty who wish to reduce their effort and “phase out” of full-time work in the period leading up to retirement may be eligible to choose a special phased retirement arrangement. Information about the phased retirement plan is available [here](#). Note that special phase-out arrangements may also be available for Senior Lecturers.

If you have questions about retirement options or planning, please contact Elizabeth Doherty, Deputy Provost, at elizabeth_doherty@brown.edu or (401) 863-7845.

After retirement

Appointment as Professor Emeritus/Emerita

Tenured faculty and other faculty holding the rank of Professor are recommended to the Corporation for appointment as Professor Emeritus or Professor Emerita following retirement. They remain members of the faculty of Brown University with all the privileges of that rank except:

- they are no longer tenured, if they previously were;
- they do not receive pay from the University unless they also hold an adjunct, research, teaching, or visiting appointment;
- they are not voting members of the faculty.¹

Please see Chapter 14 of the [Handbook of Academic Administration](#) for details, including guidelines for participation in departmental affairs following retirement.

The appointment as Professor Emeritus/a is considered an “active” appointment, and as such the retired faculty member:

- holds a Brown ID card
- has a Brown e-mail account
- retains Library privileges, such as borrowing and access to electronic resources from any location
- retains building access
- may contact the CIS Help Desk for assistance with computing needs, and may download software subject to the terms of Brown licensing agreements

¹ With the exception that emeritus professors who also hold a Faculty or University Committee assignment to which they have been elected by the Faculty and/or a teaching assignment shall have voting rights.

University Human Resources has compiled several resources for faculty considering retirement on healthcare, financial resources, and emotional readiness, as well as how to consider transitioning your benefits. These can be found [on this website](#).

Medical Insurance

Eligible retirees may elect to join group health and/or dental insurance plans sponsored by the University. See [this link](#) for more information.

Faculty Club

Appointment as Professor Emeritus/Emerita entitles the retired faculty member to maintain free membership to the Faculty Club. Membership can be obtained by submitting a brief application, which can be found by navigating to the [Faculty Club's website](#).

The Club also has a small lounge available for their use. As the Club does not have set open hours, to ensure availability, kindly reserve the space ahead of time by calling the Club at 401-863-3023.

Athletics/Recreational Facilities

Retired faculty are able to use Brown's recreational facilities at no charge, and no application is required. Members must use their Brown ID cards to enter the facilities. More information on membership types [can be found here](#) or by contacting recreation@brown.edu.

Parking

Retired faculty who are assigned a parking space in a University lot may keep it on a space-available basis. Please note that if there is no paycheck issued by Brown, payment arrangements must be made directly with the Transportation Office. Applications are available in the Transportation Office (69 Brown Street; Page-Robinson Hall, Suite 511).

Free parking is available for retired faculty with emeritus parking permits in Lots 9 (Meeting Street) and 44 (Brook Street). Permits can be obtained from the Transportation Office.

For further information:

Resource	Contact Information
Brown Benefits	Benefits@brown.edu ; https://www.brown.edu/benefits
Employee Assistance Program	Phone: 1-855-629-0554 brownu.springhealth.com (Work-life access code: brownu)
Fidelity	https://nb.fidelity.com/public/nb/brown/home
Medicare	https://www.medicare.gov/
Social Security Administration	https://www.ssa.gov/
TIAA	http://www.tiaa.org/brown