



The UNIVERSITY of OKLAHOMA®
Office of the Senior Vice President and Provost

MEMORANDUM

TO: Deans, Directors, and Chairs – Norman Campus

FROM: André-Denis Wright
Senior Vice President and Provost

DATE: July 18, 2023

SUBJECT: President's Retired Faculty Funds

The President's Retired Faculty Funds, as described in the attachment, will provide central support to academic departments and other units that propose to hire retired faculty to teach, mentor, advise, or otherwise contribute to the **undergraduate and graduate** academic experiences of our students. **This academic year will be the final year in which these funds will be available.**

Proposals for the President's Retired Faculty Funds should be submitted through the college dean to the Provost's Office. Proposals must be submitted to the Provost's Office by **August 16, 2023 to request funds for the Fall 2023 semester or 2023-2024 academic year and November 1, 2023 to request funds for the Spring 2024 semester.** The college deans are to set their own deadlines for these proposals so that they can review them and **forward them with their recommendations to the Provost's Office at provost@ou.edu or to Lizi Young at elizabeth.s.young@ou.edu by these dates.**

Proposals should be completed on the Application for President's Retired Faculty Funds form and forwarded to the Provost's Office through the college dean. When approved, the department chair will be notified via email. Teaching funds can only be approved for classes that meet the minimum requirement for enrollment. Please notify us as soon as possible if there will be a change in the proposed class schedule.

The attached materials include important information on the appointment, remuneration, and evaluation of retired faculty selected through this program. If you have any questions regarding this program, please contact my office.

ADW/md
Attachment

cc: Joseph Harroz, Jr., President

President's Retired Faculty Funds

University of Oklahoma - Norman Campus

In 1995, President Boren began this program utilizing the talents and wisdom of retired faculty to augment the University's instructional mission. Their involvement is especially important in maintaining the quality of our undergraduate education. These retirees who have settled in the Norman area have affection and loyalty to the University. They contribute greatly to the instructional mission of the University by serving in a variety of roles in academic departments.

1. Appointment

In accordance with present policy, the appointment of retired faculty should not exceed one academic year. In many instances, such appointments will be made on a semester-by-semester basis in accordance with the instructional demands of the department. Although it is presumed that in most instances a retired faculty member will be asked to teach one course a semester, some circumstances might lead to a heavier teaching load. Departments or units seeking to employ retirees should be sensitive to the fact that such appointments would be part-time employment, which can have an impact on retirement benefits.

The retiree should check with the Social Security Administration and Oklahoma Teachers Retirement for limits on the amount they may earn. OTRS requires a 60-day waiting period before a retiree can accept employment with a State educational institute (e.g., a faculty member may not retire in the fall and teach in the spring).

Those eligible retirees who elect to return to employment with the University will be provided the option to be eligible for the benefits which are provided to other classified employees or continue the benefits under the Retirement Policy. The University is required to make OTRS contributions for retired employees returning to employment.

2. Remuneration from the President's Retired Faculty Funds

- A. The minimum pay rate is \$1,250 per course credit hour. If departments wish to pay more--as some currently do--they may augment the University's central support with their own departmental funds.
- B. For every approved three-credit hour course, \$1,000 will be made available to the academic unit for M&O (overhead) support.
- C. Individual departments requesting these funds need to make every effort to provide suitable space where the retired faculty member can see students, prepare lectures, and do scholarly work related to teaching, advising, and mentoring.

3. Evaluation Process

For those retired faculty with teaching appointments, the same course evaluation process used by the unit should be conducted for the courses they teach.

4. Request for Funds

Proposals should be completed on the Application for President's Retired Faculty Funds form and forwarded to the Provost's Office through the college dean.

The deadline to request these funds for the Fall semester (or entire academic year) is August 16, 2023.

The deadline to request these funds for the Spring semester is November 1, 2023.

Application for President's Retired Faculty Funds
Instructional Academic Support
University of Oklahoma - Norman Campus

Unit requesting funds: _____

Department chair: _____

Name of Retiree: _____

Assigned teaching *(must meet minimum allocation for enrollment)*

Fall - Year: _____

Course Prefix	Course Title	# of Credit Hours	Minimum Student Enrollment	Predicted Student Enrollment

Fall Salary Support Request: _____

(max - \$1250 per course credit hour)

Fall M&O Support Request: _____

(max - \$1000 for a 3 credit hour course)

Spring - Year: _____

Course Prefix	Course Title	# of Credit Hours	Minimum Student Enrollment	Predicted Student Enrollment

Spring Salary Support Request: _____

(max - \$1250 per course credit hour)

Spring M&O Support Request: _____

(max - \$1000 for a 3 credit hour course)

Total Salary Support Request:

Total M&O Support Request:

Chartfield Spread # _____

Position # _____

The deadline to request use of these funds for the fall semester (or entire academic year) is 8/16.

The deadline to request use of these funds for the spring semester is 11/1. **These applications should be sent through the college dean to the Provost's Office at provost@ou.edu or to Lizi Young at elizabeth.s.young@ou.edu.**

College Dean

Date

Senior Vice President & Provost

Date