

Transition *Through* Retirement Checklist

The Office of Faculty Affairs (OFA), in collaboration with the Human Resources departments of UMass Chan and UMMMGM, has developed this Transition *Through* Retirement checklist to assist faculty in preparing for retirement. Please see page two for additional resources and contact us at 508-856-3433 or email faculty.affairs@umassmed.edu with questions.

| Timeline for Retirement | Activities |
|-----------------------------------|---|
| Preretirement | Develop a plan to ensure financial readiness |
| | Review status of pension and retirement income on a regular basis based on present contributions |
| | Review the impact on benefits and taxes of different potential times for retirement |
| | Make/update a wish list of potential post-retirement activities |
| | Begin to consider your long -term goals beyond present position and into retirement including timing |
| | Consider long term care insurance |
| 1 Year before turning 65 | Call or visit Social Security to confirm eligibility: http://www.socialsecurity.gov/ Apply for Medicare Part A if eligible: http://www.socialsecurity.gov/pgm/medicare.htm |
| At least 1 year before retirement | Confirm financial readiness |
| | Discuss retirement requirements and options with Human Resources |
| At least 1 year before retirement | Meet with Division Chief and/or Department Chair to discuss: Proposed date of retirement (See Intent to Retire Guidance) |
| | Thoughts about a phased reduction in effort prior to date of retirement if seeking this option |
| | Succession plan and/or transition of responsibilities |
| | Plan for mentees ongoing development |
| | Thoughts regarding recognition (party, reception, emeritus status, library archive donations) |
| | Clinical faculty: use the sample letter template in Intent to Retire Guidance to finalize the plan with your Chair/Chief. |

| Timeline for Retirement | Activities |
|-------------------------------|---|
| Within 6 months of retirement | Apply for forwarding or ongoing email and “retired faculty” badge if desired - <i>Departmental Administrator</i> |
| | Discuss with Library: opportunities for recording your history; inclusion of scholarly materials in archives – <i>Lamar Soutter Library</i> |
| | Confirm with your Department Administrator that your retirement status and email is registered as Retired UMass Chan Faculty with the OFA |
| At retirement | Complete HR paperwork; turn in keys/ badge/etc. – <i>Departmental Administrator & Access Control (PO 1-01)</i> |
| | Finalize Retired Faculty badge, email and inform Office of Faculty Affairs |