

DATE: May 1, 2004
TO: Retirees
FROM: Stephen Bowen
RE: Faculty *Emeriti* and *Emeritae*

Retired faculty members are valued members of the Bucknell community. This is signified by the granting of *emerita* and *emeritus* status and the continuation of certain benefits and courtesies. But retirement from the University does necessarily involve an end to the employment relationship and to the specific professional support an active member of the faculty receives (travel funds, secretary, office, office computer, access to the department budget). As you near retirement, it is important to clarify the University's policy regarding benefits and courtesies to faculty *emeritae* and *emeriti*.

Concerning benefits, you will receive a letter from the Office of Human Resources with information on retirement benefits. It is important to schedule an appointment with Human Resources to discuss your retirement benefits prior to your departure. Where the University can provide other courtesy services to the retiree without reducing the resources required by teaching faculty, it wishes to do so.

Normally, secretarial services will no longer be available to the retiree, but the University will provide a modest amount of department stationery for professional use and, when possible, some access to space (not necessarily an office) on campus where retired faculty members can work.

Office space on campus is not currently available. Upon request, *emeritae* and *emeriti* may be assigned space in the "Emeritae and Emeriti Suite" (Rooke 8), if available. For information concerning the *emeritus* suite, please contact Beth Cunningham, Associate Dean for the Faculty.

In like manner, database search, FAX, duplicating, long-distance telephone, postage, and Federal Express usage by retirees may not be charged against department budgets, which are allocated for the use of active full-time faculty. When such charges are related to current work in collaboration with the active faculty, these items may be charged to department budgets with the permission of the department chair. However, if retirees would like to use these Bucknell services and they are not related to collaborative work, personal accommodation accounts in the Finance Office may be set up for the convenience of individuals in paying these charges.

Campus resources like the Tech Desk in the library and our Technology Support hotline (x77777) will be available to you for limited computer support (obviously, the needs of current, active faculty and staff must take priority). Prior to your official retirement, you may request to continue to use your computer account, including email and dial-in access, on an annual renewal basis for professional, non-commercial activities. The Bucknell dial-in service is a limited, shared resource and must be used appropriately. For personal Internet use, you must subscribe to a local Internet Service Provider. In order to use some library services requiring a Bucknell IP address such as specific databases, you should use the Bucknell dial-in service or be on campus.