



The Office of Faculty Affairs (OFA), in collaboration with the Human Resources departments of UMMS and UMMMGS, 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 Social Security and Medicare eligibility Social Security website: http://www.socialsecurity.gov/ Apply for Medicare Part A if eligible Medicare website: http://www.socialsecurity.gov/pgm/medicare.htm
At least 1 year before retirement	Confirm financial readiness
	Discuss retirement requirements and options with Human Resources
	Attend Transition Through Retirement Seminars
	Consider individual consultation with OFA professionals regarding Transition <i>Through</i> Retirement
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>
	Connect with programs, opportunities for mentoring, teaching, research, fund raising if interested – <i>Office of Faculty affairs</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 UMMS Faculty with the OFA
	Set up a time to record your thoughts and memories of your career with Voices of UMMS.
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

	Resources
Lamar Soutter Library	Lamar Soutter Library Archives: http://library.umassmed.edu/omha/index
Office of Faculty Affairs	OFA website: http://www.umassmed.edu/ofa/
	FAQs: http://www.umassmed.edu/Global/Office%20of%20Faculty%20Affairs/documents/OFA_Retirement_FAQs.pdf
	Mentoring Resources: http://www.umassmed.edu/ofa/mentoring/
	Retirement Consultation: http://www.umassmed.edu/ofa/Career/RetirementConsultations/
	UMMMG HR website: https://myhr.umassmemorial.org/content/index/guid/emp_pb_retirement
UMMMG HR	FAQs: http://www.umassmed.edu/uploadedFiles/UMMMG_Retirement_FAQs.pdf
UMMS HR	UMMS HR website: http://www.umassmed.edu/hr/benefits/state_retirement.aspx
	FAQs: http://www.umassmed.edu/Global/Office%20of%20Faculty%20Affairs/documents/UMMS_Retirement_FAQs.pdf