



Full Time Faculty Retirement to Adjunct

Process Overview

1. Notice of Retirement

- **Retiring faculty** must submit written notice of retirement to [Human Resources \(HR@monroecc.edu\)](mailto:HR@monroecc.edu), ideally 120 days prior to retirement date, or as soon as possible.
- If the retiree is expected to teach as an **adjunct in the semester immediately following retirement**, the **department head, chair, or dean** must notify HR:
 - Email [Employee Recruitment \(employeerecruitment@monroecc.edu\)](mailto:employeerecruitment@monroecc.edu)
 - Notification must be sent **at least 10–14 days before the projected adjunct start date**
 - Earlier notice is strongly encouraged to avoid delays
- **Processing delays may impact the start date** if notice is not received with sufficient lead time.

2. Gap in Service Requirements

- A required **gap in service** may apply depending on the retiree's **retirement system**.
 - Check with your retirement system and the HR department on any required gap between retirement and rehire start date.
- If there is **less than a one-year (12 month) gap** between the last day of fulltime employment, and the first day of adjunct employment, the retiree **DOES NOT need to complete an adjunct search**, unless they are changing departments (see Section 3 below).
- Any separation period between retirement and reemployment is governed by the applicable New York State retirement system rules and applicable law.

3. Department or Discipline Changes

- **New Department/Discipline**
 - If the retiree will teach as an adjunct in a **different department or discipline in which they retired from** they must:
 - Apply to an open adjunct posting with the new department, and
 - Complete the formal adjunct search process
 - **Exception:** If the retiree has previously been approved to adjunct in that department
 - HR can verify prior approval status if needed, email [Employee Recruitment \(employeerecruitment@monroecc.edu\)](mailto:employeerecruitment@monroecc.edu)
- **Same Department at Retirement**
 - **Adjunct offer letters are required for all adjunct positions** at the college. HR will review if there are any previously approved adjunct offer letters in the retiring faculty member's file
 - If **no adjunct offer letter exists**, HR will generate and send one for employee signature

- If a valid adjunct offer letter is already on file, **no new adjunct offer letter is required**
- Onboarding paperwork is still required regardless of adjunct offer letter status

4. Adjunct Rank Determination

- Retired faculty are **ordinarily appointed** at the **rank held at retirement**, subject to departmental needs and institutional approval
- Requests for a **higher adjunct rank** must:
 - Originate from the hiring department
 - Receive approval from the **Dean and Divisional VP**
 - Division will submit written justification and approvals to HR for processing

5. Onboarding and Compliance Requirements

- **I9 Employment Eligibility**
 - A **new I9 is required for all rehires**, including retiring faculty moving to adjunct status, unless HR specifies otherwise
- **Background Check**
 - Conducted in accordance with the College's [Background Check Protocol](#)
- **Additional onboarding paperwork**
 - May be distributed electronically via **Hirezon/Interview Exchange**
 - **Timely completion by the retiring faculty member is required** to avoid start date delays

6. HR Clearance Requirement (Mandatory)

- Adjunct faculty may begin work **only after** employment eligibility verification and onboarding steps are completed
 - HR sends clearance email to department chair/head, secretary and returning retiree
 - ***No work may begin prior to receiving this clearance***

Important Reminders

- Adjunct teaching **cannot be promised or guaranteed** prior to retirement separation and HR approval
- If the retired faculty is assigned a course in their previous department within the first year after retirement, then the retiree's previous years and FCH of service at the College will be counted toward "**senior**" **adjunct status** for purposes of course assignments.
- If an adjunct assignment is **cancelled or no longer needed**, notify HR immediately
- All federal employment eligibility rules, background screening standards, and public retirement requirements apply, regardless of prior service
- Faculty separating/retiring from the College may be rehired as an adjunct with their rank intact, subject to position availability, and/or to other vacant part-time positions, such as tutors, at the discretion of the College

- In **emergency hiring circumstances** where a formal search is not feasible, a search waiver may be utilized. However, a minimum of 10 to 14 days is still required prior to the adjunct's start date to accommodate mandatory onboarding
- Academic departments and the Provost's Office retain authority over instructional hiring decisions. Human Resources ensures compliance with employment eligibility, retirement rules, and institutional hiring procedures
- Nothing in this guidance supersedes the provisions of any applicable collective bargaining agreement. In the event of a conflict, the terms of the applicable agreement shall prevail

Please email [Human Resources \(HR@monroecc.edu\)](mailto:HR@monroecc.edu) or call 585-292-2048 with any questions.