

SSOE Process for Faculty Retirement and Emeritus Status ¹

“Official retirement status from the University of Pittsburgh carries with it certain insurance and other benefits. Eligible faculty hired prior to July 1, 2004, and with no break in service, may elect to officially retire at any age beginning at age 62. For eligible faculty hired on, or after, July 1, 2004 with no break in service, age (must be at least 62) plus years of service with the University must equal 85 points or more to qualify as an official retiree.” [[Office of the Provost | Faculty Affairs](#)]

It is important that faculty who are contemplating retirement consult the website above for additional information as well as the following resources:

<https://www.facultyhandbook.pitt.edu/retired-faculty>

<https://www.hr.pitt.edu/sites/default/files/StepsTowardRetirementChecklist.pdf>

Once a faculty member has decided to retire, the following steps should be taken:

1. Faculty reviews and acts upon the [retirement information and action steps](#) provided by the Office of Human Resources. Note that there are important actions to take regarding social security, medicare, retirement savings plans, and retirement benefits.
2. At least three months before their planned retirement date, Faculty informs their Chair in writing of their intention to retire and request for [Emeritus status](#), and provides the required supporting documentation; namely, a CV and list of achievements and “meritorious contributions to the educational mission and programs of the University.” (See the embedded link for details on Emeritus status.)
3. Chair informs the Dean in writing of the Faculty’s intention to retire, and provides the supporting documentation from item 2 for Emeritus status.
4. The Dean provides a letter of recommendation for Emeritus status and the supporting documentation to the Provost.

Items 3 & 4 should be done in a timely manner so that all necessary documents and actions necessary for retirement and the conferral of Emeritus status are completed before the intended retirement date.

¹ October 19, 2025