PROCESS FOR CREATING COURTESY APPOINTMENT FOR EMERITUS

Effective January 1, 2013 University of Mo – Columbia campus is implementing a process to automatically create a courtesy appointment at the time an Emeritus designation is granted by the Chancellor. Currently when Emeritus status is granted, some departments process a courtesy appointment while others do not. In some situations the individual is working part-time and the emeritus title is used for the paid appointment. Having all emeritus appointments set up with a courtesy appointment in the Peoplesoft HR/Payroll database will allow MU to more easily manage the appointments. Courtesy appointments will be created even if an individual has an existing paid appointment in an emeritus title (i.e., the person has returned to work at the University on non-benefit eligible basis.)

Following is the process and responsible individuals:

1. Marla Applebaum creates the letter from the Chancellor to the new Emeritus designee. She will copy the department chair and Human Resource Services.
2. Marla will email the HRS copy of the letter to the mailbox MU Payroll @missouri.edu. The subject line will be labeled “Emeritus” to alert HRS/Payroll who should handle the e-mail.
3. HRS/Payroll staff will utilize the letter as support for creating a courtesy appointment.
4. HRS/Payroll will notify the department contact when the courtesy appointment is created.
5. For existing Emeritus titles, HRS/Payroll will utilize the spreadsheet maintained in the Deputy Provost office to ensure that each one has a courtesy appointment established in the HR/Payroll database.
6. Once a quarter, HRS/Payroll will distribute a report of courtesy emeritus appointments for the departments to review for accuracy (e.g., requesting termination of courtesy appointment in the event of death, reviewing report to be sure all emeritus appointments are included, etc.)

EMERITUS TITLE: A new job code has been created for all Emeritus designations. HRS/Payroll is in the process of changing all existing specific emeritus titles (i.e., paid appointments and courtesy) to job code 0074 – Emeritus. The specific emeritus title (e.g., Professor Emeritus, Associate Teaching Professor Emeritus, etc.) will be recorded as a working title. If working title is populated in the Peoplesoft database, it shows up in Outlook in the “title” field under Properties. Once all of the existing specific Emeritus titles are changed to job code 0074-Emeritus, the existing specific Emeritus titles and job codes will be inactivated.