

Welcome to Emeritus Status!

Information guide for newly retired faculty.

Benefits After Retirement

- Retiree ID Card
- Use of Athletic Facilities
- Library Privileges
- Bookstore and Varsity Shop Discounts
- Football Tickets
- Free admission to select Notre Dame athletic events
- Parking Decal
- Email Access

For more information visit <https://hr.nd.edu/benefits-compensation/retirement/>

Emeritus Office Space

Shared workspace with access to:

- Hoteling Desks
- Wi-Fi
- Phone
- Printer
- Campus Mail
- Tech Support
- 24/7 Building Access



Emeritus Computing Support

Emeritus faculty will continue to receive support for certain OIT services related to their netid, email, or for supported software needed/used for ongoing work being done on behalf of the University.

A listing of all services supported by the OIT Help Desk can be found [here](#).

OIT **does not** support:

- Personal printers or those not configured in PrinterLogic
- Connection to non-ND networks
- Computer games and gaming consoles
- Personal Email
- Personally owned devices

Frequently Asked Questions

What Timeline Can I Expect?

- January: The Dean's Office will contact all new retirees to see if they need help moving out of their office and if they want to use the emeritus space
- After Commencement: Personal belongings are moved home

How Do I Move Home?

- The Dean's Office will hire a professional moving company to pack your belongings and transfer the boxes to your local address.
- You will be able request a preferred move home date.
- The movers will have your contact information.

Do I Have To Bring Home Paper Files?

- No, unwanted paper files can be recycled. We can provide you a temporary recycle bin to use while you go through your office.
- If you have confidential files that need to be discarded, University Archives can provide a special shred bin to be picked up by Shred-It.

What If I Have Unwanted Books?

- Leave them in your office and we will arrange for the books to be donated.
- Donations will be sent to [Fables Books](#) in Goshen.

Can I Keep My Computer?

- Yes! As an emeritus faculty member, you may continue to use your university-owned computer as long as you are continuing to conduct university work whether that's research, advising, guest teaching, or anything similar.
- The computer remains the property of the university and remains under central management. The university will continue to provide software licenses for MS Office and Adobe Creative Cloud (as needed).
- If you have additional computers you would like to return, please reach out to Arts & Letters Computing at alco@nd.edu.

Why Wasn't I Assigned A Semi-Private Office?

- In the old office model, there were not enough spaces to accommodate all emeritus office requests. This lead to faculty being denied office space and having to move more than once.
- The new model allows for **all** of our emeritus faculty to take advantage of the benefits of working on campus.
- This also eliminates the need for emeritus faculty to submit a request for an office each academic year.

Contact Information

Contact Information

Arts & Letters Dean's Office
100 O'Shaughnessy Hall
631-7085
aldean@nd.edu



Contact Information

Human Resources

200 Grace Hall

(574) 631-5900

askhr@nd.edu

OIT Help Desk

115 DeBartolo Hall

(574) 631-8111

Contact the OIT Help Desk

Congratulations
on your
retirement!



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