

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?

Retirees may have the option to purchase their CWP machine, following the standard guidelines.

- The purchase date must be greater than two years from when they are purchasing the machine
- The user must obtain both CWP Admin and manager approval
- The machine must be taken to the Service Center to be securely erased of all University data for a fee of \$75
- A Fair Market Value quote will be created for the depreciated cost of the computer with applicable sales tax

Machines purchased by retirees will be considered personal computers.

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 led 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!



COLLEGE OF ARTS AND LETTERS