

Guidelines for Recognizing the Retirement of Middlebury Faculty and Staff

Middlebury supports the recognition of retiring faculty and staff who have invested a significant portion of their careers here. The following guidelines are offered to assist departments in planning appropriately for such recognition.

Eligibility:

Eligibility for retirement parties is generally limited to Midd/MIIS faculty and staff who are at least 55 years of age and have worked at Middlebury for a minimum of 10 years past the age of 45 (the official definition of a “Middlebury Retiree”).

| Type of Recognition | Faculty/Staff with 10 to 24 Years of Service | Faculty/Staff with 25+ Years of Service | Faculty/Staff Senior Administrators |
|--------------------------------------|---|--|--|
| Notification to the Community | Announcement in MiddPoints. | All Campus Email from the Provost or area VP and/or MiddPoints announcement. | All Campus Email from the President. |
| Reception | Handled at the dept. level. Up to \$200 may be charged to the departmental budget. <i>Multiple staff retiring from a dept. near the same date may be recognized at a single event.</i> | A larger event may be planned by the dept. Up to \$300 may be charged to the departmental budget. | Event at the discretion of the President. |
| Gift(s) | Eligible for a clock or chair (arranged by HR)*. <i>Other gifts (if any) must be paid for with personal, not institutional funds.</i> | Eligible for a clock or chair (arranged by HR)*. <i>Other gifts (if any) must be paid for with personal, not institutional funds.</i> | Eligible for a clock or chair (arranged by HR)*. <i>Other gifts (if any) must be paid for with personal, not institutional funds.</i> |
| Tribute (written by dept) | Short notice in MiddPoints. | Full article in MiddPoints. | Full article in MiddPoints. |

**MIIS departments may choose to give an alternative gift; consult HR for specific guidelines.*

IMPORTANT NOTES:

No announcement or event should be planned without the express permission of the retiring employee; some employees are uncomfortable being the center of attention and prefer to retire quietly.

Certain retirees may also be eligible for emeritus status; such eligibility is not altered by this document.

NON-RETIREMENT TRANSITIONS:

A farewell party or reception may be held at the discretion of the departmental manager for faculty or staff members who terminate employment with less than 10 years of service. In such cases personal, not institutional, funds must be used to cover event expenses. Notice of such events may be posted in MiddPoints.