

RETIREMENT PLANNING

&

HANDBOOK

FOR

RETIRED FACULTY MEMBERS

BOSTON COLLEGE

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I. INTRODUCTION

This Handbook is intended to provide assistance to faculty members as they consider retirement and as they enter the actual retirement process. It explains in summary fashion the benefits and privileges that Boston College currently provides for its retired faculty. The handbook does not constitute a contractual arrangement with Boston College, however, and the University reserves the right to change the policies described herein at any time. Updates to this handbook can be found on-line at www.bc.edu/retireehdbk.

RETIRED FACULTY

For purposes of this handbook, a retired faculty member is a full-time member of the Boston College Faculty who is age 62 or older, has chosen to conclude his or her full-time teaching, research and administrative responsibilities, and has had at least fifteen consecutive years of full-time service at the University immediately prior to retirement.

As outlined in the *Faculty Handbook*, retired faculty remain members of the Boston College community and retain access to email accounts, to the Libraries and Faculty Dining Room, as well as to faculty privileges in the Bookstore. They may participate in Convocations, have access to cultural and athletic events, and may use recreational facilities on the same basis as full-time faculty members. They are eligible to park on lower campus at a nominal daily rate, and they continue to receive University publications. Retired faculty may utilize office and lounge space in the Donovan Faculty Lounge, which is reserved for their use on the Brighton campus.

At the time of their retirement, certain faculty may be granted Emeritus status by the University President because of their extraordinary contributions to their disciplines and to the University. Deans should make this request of the Provost and Dean of Faculties and provide a rationale for it. The names of faculty *emeriti* remain in University publications, such as the University Catalog.

II. PRE-RETIREMENT CONSIDERATIONS

RETIREMENT PLANNING

As a faculty member approaches his or her target date for retirement, it is important to take the time to develop a realistic retirement plan. There are a number of areas to be considered, including financial projections, Social Security payments, pension plan options, and medical insurance options. It is often helpful to confer with other senior faculty members or retired faculty members who have faced the same issues. It is also useful to attend retirement planning meetings offered from time to time by the Human Resources Department, TIAA-CREF and Fidelity personnel, and other groups on campus. For an overview of the benefits ramifications at retirement, faculty are strongly encouraged to schedule a meeting with a Benefits Office staff member.

One-on-one counseling sessions with TIAA-CREF and Fidelity representatives can be particularly useful. These sessions are generally held each month on campus. To schedule a personal meeting with a TIAA-CREF representative call 1-800-842-2004 or go to www.tiaa-cref.org/moc to make a reservation on-line. To schedule a meeting with a Fidelity counselor, call 1-800-642-7131 or go to www.fidelity.com/atwork/reservations.

RETIREMENT NOTIFICATION

When a faculty member reaches a decision concerning retirement, he or she should meet with the appropriate dean or department chair to determine a specific date for the retirement. It is recommended that notification of retirement be made, if possible, at least a semester (and preferably a year) before the retirement date, to allow time for arrangements to be made for a suitable replacement. It is also important to notify the Benefits Office of the pending retirement date so that necessary actions may be initiated to facilitate the retirement process.

FINANCIAL PLANNING SUBSIDY

Prior to retirement, Boston College provides a partial subsidy for certain financial services obtained by faculty. The primary purpose of this policy is to encourage faculty to seek professional assistance with retirement and estate planning decisions. Full-time faculty age forty and over, with at least one year of full-time service at Boston College, are eligible to participate in this program. The University will subsidize eighty percent of the cost of eligible financial planning services, up to a maximum contribution of \$560 per person.

To be eligible for the subsidy, a participant must utilize recognized professionals in the financial planning field, including but not limited to Certified Financial Planners, Chartered Financial Consultants, Certified Public Accountants, and attorneys specializing in financial and/or estate planning.

In order to participate, an employee must complete, in advance, a Financial Planning Subsidy request form, indicating the person or persons whose services are to be used, and furnishing appropriate information about the planner's financial planning credentials. It is the University's intent to allow a participant as much flexibility as possible in selecting a financial planning advisor. Nevertheless, the University reserves the right to seek additional information about the planner's credentials and, when deemed appropriate, to decline to subsidize the planner's services. For additional guidelines about the subsidy and to obtain an application form, go to www.bc.edu/hr and click on 'Resources and Forms,' or contact the Benefits Office.

RETIREMENT PLAN OPTIONS

Another important set of decisions facing the retiring faculty member concerns the distribution of the funds that have accumulated under the University's Retirement Program. Various distribution options are available. The accumulation may be payable in a lump sum, rolled over to an Individual Retirement Account (IRA), paid over a fixed period, or used to purchase a lifetime annuity. All retiring faculty members should study the various options in relation to their overall retirement plan. Individual discussions with representatives from TIAA-CREF and/or Fidelity Investments are encouraged; a financial planning service may also be helpful. The Benefits Office, in conjunction with counselors from the retirement plan companies, will provide assistance in explaining the options and the procedures for pension plan distributions. Retirement planning meetings sponsored by the Benefits Office are especially helpful regarding the particulars of the distribution options.

III. THE RETIREMENT PROCESS

DEAN/DEPARTMENT CHAIR MEETING

In the weeks and months preceding the final day of full-time service, the faculty member should schedule a meeting with his or her Dean and/or Department Chair to discuss various details of the retirement action. The discussions might cover such areas as part-time teaching and related issues regarding office availability, file space, secretarial services, office supplies, copying, computer access, mail handling, department/school mailings, etc.

BENEFITS OFFICE PROCESSING

Several months prior to actual retirement, it is very important that the faculty member contact the Benefits Office (617-552-3329) to make necessary arrangements for implementing his/her retirement actions. As discussed in the previous section, there are significant decisions to be made concerning medical insurance coverage, pension plan options, and other benefits. The retiree should know what the options are, which ones are best suited for his/her retirement strategy, and how to initiate any necessary paperwork.

SOCIAL SECURITY

Applications for Social Security retirement benefits should be made by calling Social Security's toll-free number (800-772-1213) or by contacting a local Social Security Office about three months before the expected retirement date. Full benefits are payable after age 65, depending on the person's year of birth; reduced benefits are payable as early as 62. Note that when a person reaches full retirement age (FRA) he/she can begin collecting Social Security income even while still working full-time, with no reduction in the benefit.

Application for *Medicare* enrollment (available at age 65 and after) should be made about three months before the retirement date. Enrollment in both Parts A and B of *Medicare* is necessary in order to be eligible for the University's post-retirement medical plans. See additional information in the following section on medical benefits at retirement.

IV. MEDICAL, DENTAL AND OTHER BENEFITS

[Note: The following information describes benefit policies and coverage in effect as of November 2009. Contact the Benefits Office for current cost information. Boston College reserves the right to change or terminate these benefits at any time.]

MEDICAL BENEFITS AT RETIREMENT - ELIGIBILITY

Generally, Boston College faculty will be eligible for the retiree medical benefit upon completion of 15 years of continuous full-time service after age 47 (i.e., at age 62 or older).

MEDICARE PROGRAM

Medicare is a government program that provides medical coverage to qualified people, 65 years of age or older. *Medicare* now has three parts. Part A is Hospital Insurance, Part B is Supplementary Medical Insurance, and Part D is Prescription Drug Coverage. Part A pays some of the costs of hospitalization and limited nursing-home care. Part B primarily covers doctors' fees, most outpatient hospital services, and certain related services. Parts A and B also cover many home health services. Part D pays some prescription costs.

Part A of *Medicare* is free for eligible participants. The cost for Part B is normally deducted from the retiree's Social Security checks. The premiums are adjusted every January for the year. Part D coverage is purchased from a private insurance vendor. Programs and costs vary by vendor. **Normally, however, due to the design of Boston College's *Medicare* supplement plans, retirees do not need to purchase a Part D product.**

Part A has a deductible and, once the deductible is met, generally pays 80% for covered services, leaving a patient co-payment of 20%. Part B **also** has a deductible and also pays 80% for covered services once the deductible is met.

If a retiree age 65 or older were only enrolled in *Medicare*, the coverage would not be comparable to the insurance at Boston College prior to retirement. In order to have more comprehensive insurance coverage in retirement, a person needs a *Medicare* supplement policy. These types of policies generally cover one or more of the applicable deductibles, as well as the 20% co-payment costs, and they often have a comprehensive prescription benefit. While *Medicare* has offered prescription coverage since January 1, 2006, it is limited.

More detailed information about the *Medicare* program can be obtained by calling Social Security at 1-800-772-1213 or going on-line at www.socialsecurity.gov.

MEDICARE SUPPLEMENT PLANS AVAILABLE TO RETIREES

Boston College presently offers four *Medicare* supplement plans to eligible retirees, age 65 or older. In order to participate, you must be enrolled in Part A and Part B of the *Medicare* program.

First Seniority Freedom

First Seniority Freedom is a private fee for service *Medicare Advantage* health plan offered by Harvard Pilgrim under contract to the *Medicare* program. Participants may go to any *Medicare*-approved doctor or hospital anywhere in the United States. Patients are not restricted by any network limitations (although an individual provider could decide not to accept the plan, and the Harvard Vanguard providers do not currently participate). With this plan participants have the freedom to choose their providers, Harvard Pilgrim does all the paperwork, and participants pay set co-payments for services and prescriptions. *First Seniority* has comprehensive coverage with benefits that are very similar to the Harvard Pilgrim HMO and PPO plans offered to active employees. Refer to *First Seniority Freedom's* summary of benefits for coverage specifics.

Important: Effective with retirement dates on and after **January 1, 2010**, the University is designating the *First Seniority Freedom* plan as its “**plan of choice**” for future Boston College retirees and their spouses. Retiring faculty will still have access to the other medical options that are offered. However, for those who retire on and after January 1, 2010, the amount of Boston College’s subsidy for retirees and their spouses will be based on the cost of the *First Seniority Freedom* plan, and the retiree or spouse who chooses a higher-cost plan will pay the difference. (If a plan’s cost is less than *Freedom's*, the retiree/spouse will pay the designated percentage of the premium for the lower-cost plan.)

The Benefits Office will provide cost details for the various scenarios.

Boston College Medex

Medex is a *Medicare* supplement plan provided by Blue Cross-Blue Shield. Generally speaking, *Boston College Medex* pays the Part A deductible under *Medicare* and the 20% co-payment costs for covered services. Most, but not all, services covered by *Medicare* are covered by *Medex*; please refer to the *Medex* summary of benefits for details. *Medex* has a prescription reimbursement benefit. The benefit has a \$250 annual deductible; once the deductible is met, prescription costs are covered at 100% for generic drugs and 80% for brand-name drugs (\$3,000 calendar year limit). A **mail-order** service is also available. The deductible **does not** apply to the mail-order service, and a 90-day prescription refill can be obtained with a \$10 co-pay for generic and a \$15 co-pay for brand-name covered drugs (**no annual limit**).

This plan allows great flexibility in choosing where to seek medical care, since there is not a limited network of providers or provider hospitals. While most providers will submit claims for payment, there may be times when the patient will be responsible for

submitting claims to both *Medicare* and *Medex*. Although this is a comprehensive *Medicare* supplement plan, please note that **not all medical services are ultimately covered at 100%**. For example, the *Medicare* Part B deductible is not covered, nor is the 20% co-payment for most office visits.

Tufts Medicare Preferred HMO

This HMO is a *Medicare Advantage* plan provided by Tufts Health Plan with a network of providers that includes the Harvard Vanguard health centers. Services are not available outside of the network unless approved by a plan provider, and participants need referrals from their primary care physician to utilize specialists. Members must also live within a specific service area in Massachusetts. Please see *Tufts Medicare Preferred HMO's* summary of benefits for plan coverage specifics.

Blue Cross-Blue Shield “Medicare HMO Blue”

HMO Blue is a *Medicare Advantage* plan provided by Blue Cross-Blue Shield. This plan functions very much like the *Tufts Medicare Preferred HMO* plan. Subscribers can only utilize services within the *HMO Blue* network of providers and will generally need referrals in order to utilize specialists. This plan has a different network of providers from the *Tufts Plan*, although some providers could belong to both networks. See *Medicare HMO Blue's* summary of benefits for plan coverage specifics.

MEDICAL BENEFITS FOR THE RETIREE BETWEEN AGE 62 AND 65

Because Medicare is not available until age 65, faculty who retire between age 62 and 65 may remain in a Boston College active employee plan (PPO or HMO, individual or family membership) until age 65 by paying the active employee portion of the premium each month. At age 65 the retiree will have the option to enroll in a **Medicare** supplement plan available at that time.

MEDICAL BENEFITS FOR A RETIREE'S SPOUSE PRIOR TO AGE 65

At retirement a faculty member's **spouse, who is under age 65, but at least age 55**, will be eligible for up to 3 years of medical coverage with University contributions. If the retiree is also under age 65, the spouse will stay on the retiree's family membership, and they will pay the normal family deduction rate for up to 3 years, or until either party turns 65. At that point the under-65 party will switch to an individual membership and the over-65 party will enroll in one of the retiree medical plans. If the retiree is over 65 at retirement, or turns 65 during the initial 3-year period, the spouse will pay 50% of an individual premium until the end of the 3-year period or until the spouse turns 65, if earlier.

After 3 years, the spouse will be eligible for coverage to age 65 by paying 100% of the individual premium. At age 65, the spouse will be eligible to enroll in one of the retiree medical plans and will be responsible for paying 50% of the premium.

A retiree's **spouse who is under age 55** at retirement will be eligible only for the 3 years of coverage with University contributions as outlined above. He/she will not be eligible for post-65 coverage in the Boston College retiree medical plans.

If a retiree is not married at the time of retirement, any future spouse will not be eligible for coverage under a Boston College group plan.

MEDICAL BENEFITS FOR THE RETIREE AT AGE 65

A retiree at age 65 or older may choose coverage in either *First Seniority Freedom*, *Medicare HMO Blue*, *Tufts Medicare Preferred HMO*, or *Boston College Medex*. The retiree must be enrolled in Parts A and B of *Medicare* in order for the coverage to become effective, but **should not be enrolled in Part D** (see "Medicare Program" above).

Effective with retirements on and after January 1, 2006, the basic policy is that the University will contribute 50% of the monthly premium cost for post-65 retiree medical coverage for both the retiree and the retiree's spouse, and the retiree/spouse will pay the remaining 50%. As noted in the *First Seniority Freedom* section above, however, **for retirements on and after January 1, 2010**, the University contribution to the retiree's and spouse's coverage will be based on the cost of the *First Seniority Freedom* plan, and the retiree/spouse who chooses a higher-cost plan will pay the difference.

Exception for employees hired prior to January 1, 2006: While the basic policy, for retirements on and after **January 1, 2006**, is a 50-50 contribution schedule, a "**grandfathering**" formula is being used to determine the actual contribution percent that will apply to many current employees. Under this formula, an employee's "points" were determined as of January 1, 2006. In March 2005 employees were sent individualized letters indicating their personal "points." The "points" were derived by adding the employee's age to the years of eligible service as of January 1, 2006. The total "points" determine the percent of the post-65 medical premium to be paid by the retiree according to the sliding scale listed below. For retirements effective on and after January 1, 2010, the percent will apply to the cost of the *First Seniority Freedom* plan (and to any lower-cost plan), and the retiree will pay the difference in cost for a plan that is more expensive than *First Seniority Freedom*.

The "grandfathering" formula will apply to employees with 55 or more "points," and their contribution will range from 10% to 45%. Employees with fewer than 55 points, and all future employees, will contribute 50%. [Note: The percent determined as of 1/01/06 will apply regardless of when the person actually retires.]

<u># of Points as of January 1, '06</u>	<u>Percent Paid By Retiree</u>
90 +	10%
85 – 89	15%
80 – 84	20%
75 – 79	25%
70 – 74	30%
65 – 69	35%
60 – 64	40%
55 – 59	45%
54 & under	50%

Note: This policy is always subject to change in the future.

MEDICAL BENEFITS FOR A RETIREE'S SPOUSE AT AGE 65

An eligible spouse may also enroll in one of the post-65 retiree medical plans when he/she reaches age 65 and enrolls in **Medicare**, as long as the spouse was at least age 55 when the faculty member retired. Under current policy, the spouse is responsible for paying 50% of the monthly premium for the plan. For spouses of faculty who retire on and after January 1, 2010, the University will pay 50% of the cost of *First Seniority Freedom* (or a lower-cost plan) and will apply 50% of the *First Seniority Freedom* cost to a more expensive plan, with the spouse paying the difference.

DENTAL COVERAGE AT RETIREMENT

When a person retires from Boston College, under provisions of a federal law known as “COBRA,” the person may remain in the Boston College group dental plan (either *DeltaPremier* or *DeltaCare*) for up to 18 months after the termination/retirement date. For the first month of COBRA coverage, the individual is responsible for paying the normal employee portion of the cost. For the next 17 months, the individual is responsible for paying the total cost of coverage. If a family plan covers only the retiree and spouse, they may enroll in two individual plans at retirement, which will lessen the cost of the premium. Coverage may be cancelled any time during the 18 months, but once cancelled cannot be renewed.

Non-group dental coverage is also available through Delta Dental at retirement or when the COBRA period ends.

LIFE INSURANCE OPTIONS AT RETIREMENT

Employees are automatically enrolled in a Basic Group Life Insurance plan paid for by Boston College. Employees may also have Supplemental and/or Dependent Life Insurance coverage paid for through payroll deductions. All of these insurance programs are term insurance plans, which means there is no cash reserve or surrender value in the policies. The coverage stops 31 days after the retirement date. During that 31-day period a person may normally “port” the Basic, Supplemental and/or Dependent group term life insurance to an individual term policy with pooled term rates. The portable coverage amount is limited to a minimum of \$5,000 and a maximum of the lesser of the retiree’s current coverage or \$400,000 (including Basic and Supplemental life coverage). For a personalized portability kit, which includes rates and additional information, please call the Aetna portability customer service number at 1-800-826-7448.

Someone who is retiring due to illness or injury, or who prefers “whole-life” insurance, has the opportunity to “convert” the Basic and/or Supplemental Life Insurance to an individual “whole-life” insurance policy. “Whole-life” insurance is more expensive, especially at retirement age. For more information, call Aetna at 1-800-826-7448.

AUTOMOBILE AND HOMEOWNERS INSURANCE - METPAY

Retirees continue to be eligible for discounts through the **MetPay** Group Automobile and Homeowners Insurance Program. For information or to arrange to continue the insurance on a direct-bill basis, participants should call **MetPay** directly at 1-800-438-6388 or contact Boston College’s on-campus representative at 617-552-4300. **MetPay** must be informed of the faculty member’s “retiree” status.

UNIVERSITY CREDIT UNION

Boston College is an affiliated member of the University Credit Union, located at 846 Commonwealth Avenue, Boston. Most banking services are available. Retired faculty may join the Credit Union or continue their membership after retirement. Since there will no longer be payroll deductions, arrangements will have to be made with the Credit Union regarding any loan repayments, etc. For information call 617-739-7447 or visit www.universitycu.org.

LONG-TERM CARE INSURANCE

Retirees who were having payroll deductions for a Long-Term Care Insurance policy from John Hancock will need to contact their Customer Service Center at 1-800-555-8314 to arrange for direct billing to a home address.

MAILING CHECKS

Retirees/spouses responsible for paying for any portion of their health or dental coverage will receive a monthly invoice from Boston College with a self-addressed return envelope. Checks should be **payable to Boston College** and sent to the following address:

**Ruth Chobit
Assistant Director, HRSC
Boston College
More Hall 370
140 Commonwealth Avenue
Chestnut Hill, MA 02467**

It is most important to make the payments on time in order to avoid cancellation of coverage. Any questions concerning the premium payment can be directed to Ruth Chobit at 617-552-3381.

V. RETIRED FACULTY PRIVILEGES AND SERVICES

As outlined in the *Faculty Handbook*, retired faculty remain members of the Boston College Community and retain eligibility for a number of benefits and services, as described below.

BOSTON COLLEGE ASSOCIATION OF RETIRED FACULTY

The Boston College Association of Retired Faculty (BCARF) was established in 2003. Goals contained in the mission statement are to: (1) serve the retired faculty; (2) serve the University, the community, and the larger society; and (3) promote collegiality among retired professors for personal enrichment and active service.

Six general meetings of the BCARF occur each academic year, three in the fall and three in the spring. Each of these mid-morning gatherings features a program on a topic of particular interest to the members, preceded by refreshments and a brief business meeting. Additional activities include a book club, guided tours of art exhibits, and serving as Commencement hosts. A banquet for retired faculty and their guests is held late in May.

A BCARF Newsletter is mailed to all retired faculty several times per year, and copies are also posted on the retired faculty website: <http://fmwww.bc.edu/ARF/ARF.html>

The BCARF receives major support for all its activities from the Office of the Provost.

JOHN DONOVAN RETIRED FACULTY SUITE

The University has provided facilities for retired faculty by establishing a suite of offices for their exclusive use. Located in Rooms 302 and 303 in the 3 Lake Street building on the Brighton campus, the suite includes a large office with three computers and desks. There is also an attractive lounge which is used for meetings and provides a pleasant place to meet and chat with colleagues.

Keys to the Donovan Suite may be obtained from the BCARF President.

IDENTIFICATION CARD

Faculty will continue to use the same Boston College ID card that they used prior to retirement. The ID card is necessary for library use and Bookstore discounts. Retired faculty receive the same Bookstore discounts as active employees.

LIBRARY AND COMPUTER FACILITIES

Retired faculty members have the same library privileges as active faculty.

All computer facilities are available to retired faculty, and retirees may retain their email addresses. The Faculty Micro Resource Center (FMRC) in Gasson Hall 010 is available, under the direction of Michael Connolly and Richard Jenson. Their addresses are:

Connolly: cnnmj@bc.edu 617-552-3912
Jenson: jenson@bc.edu 617-552-3757

Access to the FMRC is by a faculty member's Boston College ID card, which must be activated by the FMRC.

COMMUNICATIONS AND INFORMATION

There are a number of publications that enable retired faculty to receive information about Boston College. *The Boston College Chronicle* and the *BC Magazine* are mailed to all retired faculty. The *Communications Directory* may be ordered through the department or Dean's office and is available on-line.

In addition, the Boston College home page on the web (www.bc.edu) provides an array of Boston College information. Included are current news, an events calendar, academic calendar, directories, libraries, and an A to Z index, to name a few items. Via the internet a person may view and/or listen to a number of BC lectures and events, and may also download many full text articles from electronic journals by going to the library website.

DINING SERVICES

All of the Boston College dining facilities are available to retired faculty, including the Faculty Dining Room and the Players Club for faculty and staff only. There are eight restaurants and snack bars across campus.

For information on dining facilities, including days and hours of operation, call 617-552-2263 or go to www.bc.edu/dining.

TUITION REMISSION FOR ACADEMIC COURSES

Retired faculty may attend academic courses offered at the University (excluding the Law School), tuition free, under the following conditions:

1. The course is not filled by regular students.
2. The course instructor does not object.
3. No more than two courses are taken in a semester.

It is assumed that courses will be taken for enrichment or to satisfy intellectual curiosity and that retired faculty might be able to make an informal arrangement with the instructor before the course begins. If course credit is desired, the faculty member must enroll formally through the Registrar's Office and obtain a Tuition Remission Voucher from the Benefits Office.

In certain courses there are fees or charges for equipment and/or supplies. All students, including retired faculty, must pay these charges as well as any applicable registration fees.

The spouse of a retired faculty member may also audit a course tuition-free by similarly making an informal arrangement with the course instructor.

ATHLETIC EVENTS AND RECREATIONAL FACILITIES

Retired faculty has the same access, including discounts, to athletic events and to the RECPLEX as do the active faculty. Presentation of an ID card may be required.

Retired faculty members and their immediate families may skate at Conte Forum free of charge during general skating sessions on school days and at a nominal charge per person during evening, weekend, and holiday sessions upon presentation of an ID card.

CULTURAL EVENTS

Throughout the academic year, Boston College sponsors a variety of cultural activities open to all members of the University community. These include theater and dance events, University Chorale concerts, various musical programs, lectures, exhibitions at the McMullen Museum of Art, liturgical events, and many more cultural events.

Notices of events are given in *The Boston College Chronicle*, in *The Heights*, and on the Events Calendar at www.bc.edu. Retired faculty are encouraged to participate in the cultural events and to contact the offices of the sponsoring organizations to be placed on their mailing lists.

MUSEUM PROGRAMS

Boston College's membership in the Museum of Fine Arts entitles the University to fifteen permanent passes for visits to the Museum without charge during the year. Retired faculty members are welcome to use these passes. The passes may be borrowed at the main desk of the O'Neill Library and returned there after the visit.

Tickets to the Museum of Science may be obtained at the Office of the Provost.

OFFICE SPACE AND SUPPORT SERVICES

Retired faculty members who require office space, secretarial services, and other support services in connection with continuing teaching, research, or administrative responsibilities should make necessary arrangements with the appropriate Dean or Department Chair. The Donovan Retired Faculty Suite provides office space with computers and a meeting room, both of which are available only to retired faculty members.

FACULTY/STAFF ASSISTANCE PROGRAM

The Faculty/Staff Assistance Program provides professional counseling information and referral services to faculty, staff and their families. The program offers confidential consultation on a wide variety of personal, family or work-related problems. Each year a series of personal development programs is offered to faculty, staff and their families. These programs address issues of health promotion, family life, and legal and financial concerns. Retired faculty members who are interested in learning more about the services of the Faculty/Staff Assistance Program should contact the Director in Lyons Hall 406 (617-552-3340).

PART-TIME TEACHING AND/OR CONSULTING

Retired faculty members who wish to continue teaching on a part-time non-tenured basis are encouraged to:

1. Consult with the department chair about the possibility of offering a course or seminar, or temporarily replacing a faculty member who is on leave.
2. Consult with the Dean of the Woods College of Advancing Studies about the possibility of teaching a course on a weekday evening or a Saturday morning.

Bring a course syllabus or description that might interest the mostly adult student population.

- Investigate the possibility of offering a course in the Institute for Learning in Retirement (ILR) sponsored by the Boston College Alumni Association. The ILR offers “a program of personal enrichment for retired and semi-retired alumni and friends of Boston College.” Classes are seminar-style, small in size, and require active participation. There are no examinations and no degrees. A list of courses currently offered is available from the Alumni Office. Anyone desiring to propose a course can call the ILR at 617-552-2950 or the Program Director at 617-552-9218.

ON-CAMPUS PARKING

Arrangements have been made for retired faculty to park in certain areas of the Commonwealth Garage for scheduled BCARF meetings and events. The first twenty minutes are free, then \$3 for each additional hour, payable upon exiting the garage. If desired, a retiree may also purchase a “G” permit for the year. For complete information go to www.bc.edu/offices/transportation (click Visitor/Guest Parking), call the Office of Transportation (617-552-0151) or send an email to Transportation@bc.edu.

RELEVANT TELEPHONE NUMBERS

On-Campus Numbers

Alumni Association	617-552-4700
Athletic Events – Schedules/Tickets	552-3000
Benefits Office	552-3329
Bookstore	552-3520
Boston College Chronicle	552-3350
BOSTON COLLEGE SWITCHBOARD	552-8000
Dining Services	552-3263
Faculty Dining Room	552-4999
Faculty/Staff Assistance Program	552-3340
Flynn Recreation Complex	552-3035
Information Technology Administration	552-3402
Institute for Learning in Retirement	552-2950
Jesuit Community	552-8200
MetPay (On Campus Representative)	552-4300
O’Neill Library – Circulation	552-8038
O’Neill Library – Reference Desk	552-4472
Provost’s Office	552-3260
Registrar’s Office (Student Services)	552-3300
The Heights	552-3512

Off-Campus Numbers

Aetna (Life Insurance)	800-826-7448
Blue Cross-Blue Shield	800-831-8730
Delta Dental	617-393-1234
Fidelity Investments	800-343-0860
Harvard Pilgrim Health Care	888-333-4742
John Hancock (Long-Term Care Insurance)	800-555-8314
MetPay	800-438-6388
Scudder Funds	800-537-1036
Social Security Administration	800-772-1213
TIAA-CREF	800-842-2776
University Credit Union	617-739-7447

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