

Vanderbilt University School of Medicine
Department of Pediatrics
Next 100-Day Plan

The Department of Pediatrics is committed to your professional and academic success and wants to do whatever we can to support you in all career stages. We have found that the pathways to retirement and the goals of late-career faculty can be highly varied and often undefined. Therefore, we encourage you to develop and follow a “Next 100-Day Plan” to ensure a smooth transition and mutual agreement between the department, the institution, and yourself regarding the timing, expectations, and responsibilities during the transition. The basic elements are listed below, and we have provided an approximation for timelines, but please consider these as recommendations only. You will likely tailor this plan to your own individual needs.

At least 1-3 years before retirement

Define Retirement Goals

- Determine the age at which you would like to retire.
- Consider the following issues surrounding retirement:
 - Identify fears or concerns about retirement
 - Describe your ideal retirement
 - Identify resources or circumstances needed to achieve your ideal retirement
 - Identify others who will be affected by or who will participate in your retirement plans
- Talk with others who can give advice and guidance on the path to retirement (refer to key people based on activity portfolio)
 - Reach out to colleagues who have retired or who are in the process of retiring to learn from their experience.
- Be aware of any restrictions in place for practicing in your specialty during retirement age.
- Attend departmental or institutional education sessions to learn about options for retirement.

Make Financial Plans

- Discuss financial arrangements with your current retirement investment plan (Fidelity, Vanguard, TIAA-CREF, etc.)
 - If you were previously employed elsewhere, be aware of all active investments/retirement plans.
- Determine whether your current retirement investment plan will meet your retirement needs as defined in your retirement goals above (including necessities such as food, shelter, healthcare, taxes, etc.)
- Determine Social Security eligibility and options.
 - Social Security website: <https://www.ssa.gov/benefits/retirement/>

Assess Healthcare Coverage Needs

- Identify coverage needs for yourself and any other dependents you are currently covering on your health insurance.
- Determine Medicare eligibility and options

- Medicare handbook: <https://www.medicare.gov/Pubs/pdf/10050-Medicare-and-You.pdf>
- Familiarize yourself with Medicare options (Part A, B, and D), including potential Medicare Advantage (Part C) options.
- Consider healthcare arrangements if planning to continue working past age 65-67. Will you have your employer's health insurance and/or Medicare as primary or secondary coverage?

In the year before retirement

- Meet with a representative of the Office of Faculty Development to discuss questions about phased retirement or plans for retiring.
- Discuss your timeline with your Division Director, including any phased retirement options you may be considering. Begin these discussions at least one year prior to the anticipated date of retirement.
 - The expectation is that faculty will continue full time employment until retirement, unless otherwise agreed upon. **The department needs to be notified of plans to reduce effort by December 31 of the year preceding the anticipated reduction.**
 - Effort status for faculty with benefit considerations:
 - Full-time status for a faculty member is 60 hours and includes full benefits
 - Full Status Partial Load (FSPL) status for a faculty member is .5 effort and above (at least 30 hours/week) and includes full benefits
 - Part-time status for a faculty member is under .5 effort and does not include benefits
- School of Medicine requirements for notice of departure:
 - Tenured professors must notify the Department of their intent to retire at least 6 months before the proposed date.
 - Non-tenured professors require notification at least 4 months in advance.
- Define academic or mentoring activities that you may wish to continue after retirement.
- Work with your Division Director to assess suitability of and interest in School of Medicine Retired or Emeritus/Emerita status.
 - [More information, including eligibility, benefits, and process on the Department of Pediatric website.](#)
- Consider continuity of your current roles, programs, scholarly projects (create succession plans for these activities, if applicable).

1 month before retirement

- Make arrangements for removing personal items from your office and transporting them to another site. Consider plans for transitioning data and other materials from your VUMC computer.
 - Arrange for transferring digital files/archived emails.
 - Make plans for moving physical items that are stored in lab and office spaces such as specimens, physical files, equipment, etc.
- How can you stay connected with the Department of Pediatrics?
 - Remain on newsletter or announcement email lists? Make sure they have your personal email.
 - Attend lecture series and department educational events.

- Participate in departmental mentorship programs like the Hazinski program.

Post-retirement

- Participate in departmental post-retirement peer group.
- Continue educational and mentoring activities based on your interest and benefit to the department.

ADDITIONAL RESOURCES

["Reimagining the self at late-career transitions: how identity threat influences academic physicians' retirement considerations."](#) *Acad Med.* 2015 Jun;90(6):794-801.

["Meeting the Late-Career Needs of Faculty Transitioning Through Retirement: One Institution's Approach."](#) *Acad Med.* 2018;93(3): 435-439.

["Understanding the Needs and Concerns of Senior Faculty in Academic Medicine."](#) *Acad Med* 2013;88: 1927-1933.

[*Retire Right: 8 Scientifically Proven Traits You Need for a Happy, Fulfilling Retirement*](#) by Frederick T Fraunfelder, M.D. and James H. Gilbaugh, Jr, M.D.

[*Designing your Life*](#) by Bill Burnett and Dave Evans