

Process for Requesting a Faculty Phased Retirement

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Overview:

The following process is for phased retirement requests. *It is recommended all faculty considering a phased retirement talk to the retirement office to discuss implications for benefits and health insurance based on their individual needs.*

Process

1. The faculty member requests and discusses the activities that would be completed during the phased retirement with their Department Chair.
2. The Department Chair completes the faculty phased retirement proposal form and any other additional documents for this request. The proposal is then be submitted to the Associate Dean for Academic Advancement to review and approval. The proposal should include the following information:
 - Faculty name;
 - Date;
 - Dates covered by request;
 - Hours per week;
 - Total payment amount;
 - Detailed activity description and need;
 - Justification for request;
 - Signatures
3. The Associate Dean reviews the request and submits the proposal to the Assistant Dean of Operations for review.
4. If approved, the Dean shall return the approved post-retirement request to the originating Department Chair. The Chair shall submit the request to Christa Jennings for processing for payroll and new appointment.

NOTE: Approvals are required on an annual basis; they do not automatically carry-over from year to year.

Resources:

[Faculty Phased Retirement Proposal](#)