

Process Guide for Phased Retirement Agreements

(faculty, staff, and academic professionals)

Academic Affairs Manual (ACD) definition of retired faculty member or academic professional (AP): [ACD-002](#)

For questions regarding step 4, contact the Office of the Provost. For all other questions, please contact the Office of Human Resources.

Step 1. Employee Responsibilities.

- a. Contact chair/director to initiate discussion and process.
- b. Consult with financial investment representative (Fidelity or TIAA-CREF).

Step 2. Unit responsibilities. Draft agreement and release by using the appropriate template on the HR Manager Services website under Phased retirement manager guide.

Step 3. College responsibilities.

- a. Check the hard copy document to make sure that:
 - i. the document has original signatures
 - ii. the correct form is being used (either With Tenure or Without Tenure)
 - iii. the faculty member's PeopleSoft name is used
 - iv. the faculty member is eligible for a retirement distribution from their ORP plan.
 - v. the faculty member is of the appropriate age as stated on the retirement agreement form
 - vi. the reduced FTE (if any) is clearly stated in the required section, (must be less than 1.0 FTE, but can't be less than 0.5)
 - vii. any mentioned addendums are attached
 - viii. the final page of the form is included
 - ix. the terms in general are clear and make sense
 - x. the start and end dates jibe with the kind of appointment (ACD v. FSC)
 - xi. corrections are initialed
 - xii. all signatures and initials are dated
- b. Confer with the Office of the Provost and the Office of General Counsel (OGC) as needed.
- c. Submit with pen-and-ink signatures (or jpegs of such) to the appropriate staff member in the provost's office.

Step 4. Provost office responsibilities.

- a. Check the agreement for errors.
- b. Obtain approval from OGC for the provost to sign.
- c. If OGC and the provost approve, the provost signs the paperwork no sooner than seven calendar days after the faculty member has signed, as per the standard phased-retirement agreement.
- d. Mail the faculty member the original with a cover letter.
- e. Email scanned copies to the Office of Human Resources, OGC, and the college.

Step 5. Unit responsibilities.

- a. Submit HRIS changes (reduce FTE and salary). FTE cannot be reduced to less than 50%
- b. COBRA will not be necessary because the employee cannot decrease their FTE to less than 50%