



**PHASED RETIREMENT AGREEMENT**

Faculty approved by their AUH for a workload reduction in the 1-3 years immediately preceding their retirement date should complete this form and submit to the Dean for formal approval.

**Section 1: ELIGIBILITY and FACULTY INFORMATION**

Instructional Faculty age 60 and over with at least 10 years of full-time service and a contractual right to continued employment are eligible to apply.

**Name:** \_\_\_\_\_

**Dept./College:** \_\_\_\_\_

**Section 2: PHASED RETIREMENT REQUEST DETAILS**

The duration, workload and duties during the phased retirement period are at the discretion of the department/college and must be mutually agreed upon by the faculty member, department and dean. The duration of a phased retirement may be 1 year up to 3 years, but may not exceed 3 years.

Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_      End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Proposed Workload and Duties:**

	Year 1		Year 2		Year 3	
Semester/FY						
% Effort						

**Summary of duties that align with reduced workload** (List responsibilities of Faculty Member for each semester related to teaching, service and research. Attach additional page if needed)

By signing below, I understand that I am applying for Phased Retirement, and I understand that once the agreement is active all of the following apply:

1. The Faculty Member shall retire at the conclusion of this Phased Retirement Agreement effective \_\_\_\_\_, 20\_\_ (the "Retirement Date"). The duration of this phased retirement agreement may be 1 year up to 3 years, but may not exceed 3 years.
2. Retirement will result in the Faculty Member's:
  - a. Permanent conclusion of full-time employment with the university
  - b. Permanent ineligibility for active VRS membership on account of employment by the university, and
  - c. Permanent ineligibility for contributions to the accounts of optional retirement program participants by the university
3. The Faculty Member may not hold a concurrent job at the university during the agreement.
4. The Faculty Member may choose to retire at any time during the agreement.
5. The duration of the phased retirement period may not be extended.
6. The Faculty Member's workload/effort may not be increased once reduced.
7. The Faculty Member chooses to relinquish tenure when effort reduces to 50%.
8. If effort is reduced to 50%, the Faculty Member will remain eligible for health insurance benefits, but understands that he/she is responsible for paying the full premium for coverage.
9. The university reserves the right to review the phased retirement agreement at any time to evaluate departmental needs and/or the Faculty Member's performance and make adjustments or amendments as necessary.
10. Benefits based on a percent or multiple of salary, such as life insurance and retirement contributions, will reduce as a result of a reduced salary.

Further, I acknowledge and agree that (i) I have full responsibility for evaluating all factors relating to a reduction in workload at the university, including the impact on benefits such as retirement, life insurance and health insurance, and (ii) I have made whatever independent investigation of those factors that I believe to be appropriate under the circumstances. I am not relying on information or advice provided by the university or its employees and agents.

<b>Requested By:</b>	<b>Approved By:</b>	
_____	_____	_____
Faculty Member (print)	AUH Signature	Date
_____	_____	_____
Signature	Dean Signature	Date
_____	_____	_____
Date	Provost Signature	Date