



## Faculty Phased Retirement Program

# Renegotiation Request Form – Instruction Sheet

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### 1. Faculty Identification Section

Please complete the information requested in this section, including your nine digit People-Soft ID found on page 1 of your *Faculty Phased Retirement Agreement (FPRA)*.

### 2. Faculty Phased Retirement Program Plan – Current

Fill in the boxes with how many academic years are included in your Phase-Out Period under your current signed *Faculty Phased Retirement Agreement (FPRA)*, and the percentage of full time status you agreed to work each academic year (AY2013-2014; AY2014-2015; AY2015-2016; AY2016-2017). Percentages of service should be noted as 100%, 75%, 50%, 25%, or 0% (i.e., 0% for any year after you would be fully retired).

### 3. Faculty Phased Retirement Program Plan – Requested

Fill in how many academic years you are requesting to be included in your Phase-Out Period under a *Revision to Faculty Phased Retirement Agreement (RFPRA)*, and the percentage of full-time status you are proposing to work each year (AY2013-2014; AY2014-2015; AY2015-2016; AY2016-2017). As before, allowable percentages of service are 100%, 75%, 50%, 25%, or 0% (i.e., 0% for any year after you would be fully retired). Once your workload for AY 2013-2014 is agreed upon, the percentage of service must stay the same or decrease by year, and may not increase. Fill in the percentage of full time status you are requesting for each of the next four academic years.

For example, a person who wishes to teach and research full time for AY2013-2014 and AY2014-2015, work half time for AY2015-2016 and then fully retire would enter the values 100%, 100%, 50%, 0% into the four blocks labeled AY2013-2014, AY2014-2015, AY2015-2016 and AY2016-2017 in this section.

Faculty who are renegotiating a full retirement as of June 30, 2013, should put 0% into each of the four blocks labeled AY2013-2014, AY2014-2015, AY2015-2016 and AY2016-2017 in this section.

#### 4. Requested Duties

In this section indicate the work duties or responsibilities you request to perform during each year of continued service after June 30, 2013. Attach additional numbered pages as necessary. If you are requesting full retirement as of June 30, 2013, please just state this in this section of the Application.

Your renegotiation for a change in duties will be one of the items you will discuss with your Dean and department chair as part of the process of renegotiating a mutually acceptable agreement stipulating the number of years, and percentage of full time status that you will agree to provide as a PRP participant. The years and percentage of full time status for each of these years will become part of the *Revision to Faculty Phased Retirement Agreement (RFPRA)* contractual agreement between you as a faculty PRP participant and the University.

As was the case with the original *FPRA*, requested duties are advisory and will inform the faculty member's academic and, if applicable, clinical assignment, but do not represent a contractual commitment. For example, a faculty member might request to teach two specific courses in AY 2014-15, but there is no way of knowing with certainty whether these courses will actually be offered during that year or even if those courses will remain in the curriculum. Each department will make a good faith effort to assign the faculty member the requested duties, but will assign reasonable, appropriate academic duties to the faculty member consistent with the agreed time base and the needs of the academic department (or other relevant unit) at that time.

As you describe your requested duties by year, you might consider the duties currently described in your *FPRA* or propose other duties in the following general areas: Instruction, Instructional and Student Support; Research and Creative Activity; Administrative and Service Responsibilities; and Clinical Duties (if applicable). Please see two samples of completed Applications which have been provided in Appendix D of the PRP Booklet: one is more general and concise, the other more detailed and specific. There are also some tips on completing the Duties Section below.

#### 5. Phased Retirement Program Renegotiation Submission Receipt

In this section, please fill in your name, sign and date the renegotiation form

#### 6. Submit Renegotiation Form

Once you have completed the renegotiation form completely, signed and dated the form, please submit the signed form to your Dean. The Dean will then schedule a meeting between you (the PRP participant), the Dean, your department chair, and a member of Office of Human Resources professional staff.

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For those who wish to be specific when outlining their renegotiated duties, the following duties section tips may be helpful:

### Duties Section Tips

- **Instruction:** Teaching including possible specification of courses or specializations by specific course, level, modality; thesis and dissertation supervision; laboratory or field instruction; supervision of independent study or special projects.
- **Instructional and Student Support:** Student advising; mentoring; supervision; club or student organization related activities.
- **Research and Creative Activity:** Existing or proposed funded research; internally funded or unfunded research; preparation of peer reviewed journal articles or books; preparation of monographs or working papers; primary or secondary research; laboratory or field research; and creative, literary or artistic activities. For existing research, please specify transition plans if appropriate.
- **Administrative and Service Responsibilities:** Service as a Dean, department chair or in another administrative position; Faculty Senate leadership and activities; campus committees and leadership positions; service to professional and discipline-based organizations; service to community/state/national/international organizations, boards, commissions and task forces.
- **Clinical Duties (if appropriate):** For faculty with clinical duties, the type and volume of clinical duties including specialization(s); supervision of students and residents; direct patient care; hospital and office visits; supervisory activities.