

# Faculty Voluntary Phased Retirement Program

# Faculty Phased Retirement

- More detailed information on Faculty Phased Retirement can be found on the IUP Benefits site by clicking on Phased Retirement:  
<https://www.iup.edu/humanresources/benefits/benefits-for-apscuf/>



The screenshot shows a navigation menu for APSCUF (Association of Pennsylvania State College & University Faculties). The menu items are listed in a vertical column, each preceded by a downward-pointing chevron icon. The items are: Benefit Highlights, Summary of Benefits, New Faculty Members Only: Benefits Eligibility and Enrollment Information, Medical/Dental/Rx/Vision/Hearing, Wellness/"Healthy U", Faculty Pay Schedule, Leave Plans, Life/Accident/Disability Insurances, Retirement and Savings, Planning Your Retirement | Phased Retirement Information (highlighted in blue), Flexible Spending Accounts, Life Events, Work Related Injuries, Tuition Waiver, and SEAP: State Employee Assistance Plan. The APSCUF logo is visible in the top right corner of the screenshot.

- [Benefit Highlights](#)
- [Summary of Benefits](#)
- ▼ ◦ New Faculty Members Only: [Benefits Eligibility and Enrollment Information](#)
- [Medical/Dental/Rx/Vision/Hearing](#)
- [Wellness/"Healthy U"](#)
- [Faculty Pay Schedule](#)
- ▼ ◦ [Leave Plans](#)
- [Life/Accident/Disability Insurances](#)
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- ▼ ◦ [Planning Your Retirement](#) | [Phased Retirement Information](#)
- [Flexible Spending Accounts](#)
- [Life Events](#)
- ▼ ◦ [Work Related Injuries](#)
- [Tuition Waiver](#)
- [SEAP: State Employee Assistance Plan](#)

# Faculty Phased Retirement

- More detailed information on Faculty Phased Retirement can be found on the PASSHE site:  
[http://www.passhe.edu/inside/HR/syshr/prospective\\_retiree/Pages/PhasedRetirement.aspx](http://www.passhe.edu/inside/HR/syshr/prospective_retiree/Pages/PhasedRetirement.aspx)

The screenshot shows the top portion of a website page. At the top, it reads "PENNSYLVANIA'S STATE SYSTEM OF HIGHER EDUCATION" with logos for various member institutions including Bloomsburg University, CAL U, Cheyney University, Clarion University, ESU, Edinboro University, ITUP, Kutztown University, Lock Haven University, Mansfield University, Millersville University, Slippery Rock University, and WCU. Below this is a navigation menu with buttons for ABOUT, NEWS, OFFICES, UNIVERSITIES, STUDENTS, EMPLOYEES (which is highlighted), FACT CENTER, and SEARCH. The main heading of the page is "Faculty Phased Retirement" with a breadcrumb trail: "Home > OOC > HR > Employee Benefits > Prospective Retirees > Faculty Phased Retirement".

## Purpose

The Voluntary Phased Retirement program is intended to meet the needs of faculty members who wish to transition into full retirement while continuing to provide service to their university. The program allows a faculty member to have a gradual work commitment reduction over a defined period of time at a reduced compensation level. Phased Retirement will allow both the faculty member and the university to effectively plan ahead, and provide adequate time for tenured faculty members to share their knowledge and experience with the next generation of faculty.

Upon approval of a [Phased Retirement Application](#), the faculty member must complete the [Phased Retirement Agreement Template](#), indicating the effective date of his/her retirement, attach the approved Phased Retirement Application, and submit it to the university president for signature. After the document has been fully executed, a copy will be provided to the faculty member, along with copies to university Human Resources, the Dean/Other appropriate manager, State APSCUF and Local APSCUF.

- PROSPECTIVE RETIREES
  - NEWS AND ANNOUNCEMENTS
  - SUMMARY OF BENEFITS
  - RETIREES
  - EMPLOYEE BENEFITS

# Faculty Voluntary Phased Retirement Program

- Joint initiative – State System and APSCUF
- Provides an opportunity for faculty members to gradually reduce workload in anticipation of full retirement
- Open to regular full-time faculty only
- Participants must meet the eligibility requirements for retiree healthcare coverage –
  - Having attained the required years of service at the beginning of the phased retirement arrangement, and
  - Having attained the age requirement by the end of the phased retirement arrangement

# Faculty Phased Retirement

- **One to three years** in duration
- **Reduced workload of 50% - 99%** of full-time, except the final year may be a reduced **workload of 25% - 99%** of full-time
- Workload may be “front-loaded” in the academic year, but may not be “back-loaded”
- Generally, a phased retirement arrangement may not be extended, but may be accelerated at the election of the faculty member with 60 days notice prior to the start of any semester

# Faculty Phased Retirement

- Reduced workload = reduced salary and benefits associated with salary (e.g. retirement contributions)
- Retain eligibility for full-time healthcare benefits, and pay premiums applicable to full-time employees
- Dental and vision benefits provided by the Faculty Health & Welfare Fund continue at the full-time level of coverage

# Faculty Phased Retirement

- Alternative Retirement Plan (ARP) participants **may** withdraw funds from their ARP account **effective with the start of the Phased Retirement arrangement**
  - Two withdrawals/calendar year
  - Lump sum or installments/annuity
  - Minimum of \$25,000 must remain in ARP account
- **SERS and PSERS rules do not permit pension distributions prior to full retirement**
- TSA 403(b) – Participants age 59 ½ or older are permitted to withdraw funds
- Deferred Compensation – Participants **may not** withdraw funds prior to full retirement

# Faculty Phased Retirement

- Generally, phased retirement participants are ineligible for additional workload assignments during the academic year
- Generally, department chairs must relinquish their chair roles prior to participating in the phased retirement program
- Participants are ineligible for sabbatical leave during the phased retirement arrangement, after the phased retirement period, and for the calendar year preceding the phased retirement arrangement



# Faculty Phased Retirement Procedure

- Review the Voluntary Phased Retirement information.
- Complete the Phased Retirement Proposed Application and submit to your Dean (or other appropriate manager) with a copy to your department Chair, University President, and **Benefits Manager in the Office of Human Resources** (who will verify your eligibility for participation).
- Within 30 days of submission, the President (or designee) will notify you of the status. If approved, a formal agreement will be sent to you for signature.
- The final agreement must be executed at least **60 days prior** to the start date of the academic year and, once fully executed, is irrevocable.

# Faculty Phased Retirement: Application

Eligible faculty members can begin a phased retirement arrangement in Fall 2023, provided they submit their proposed arrangement by 120 days prior to the start of the Fall 2023 semester (TBD), and it is approved by the University President or Designee.

PENNSYLVANIA'S STATE SYSTEM OF HIGHER EDUCATION



**Phased Retirement Application – Proposed Arrangement**  
**For Phased Retirement Arrangements Beginning Academic Year 2020/21**  
This application must be submitted by April 26, 2020

**Procedure:**

- Review the Voluntary Phased Retirement program information at [www.passhe.edu/phasedretirement](http://www.passhe.edu/phasedretirement).
- Complete this application and submit to your Dean (or other appropriate manager) with a copy to your department Chair, University President, and Human Resources.
- Within 30 days of submission, the President (or designee) will notify you of the status. If approved, a formal agreement will be sent to you for signature.
- The final agreement must be executed at least 60 days prior to the start date of the academic year and, once fully executed, is irrevocable.

**Faculty Member Information:**

Name:  Phone Number:

# Faculty Phased Retirement: Final Agreement

- A final agreement must be executed 60 days prior to the start of the academic year.

- Once fully executed, the final agreement is irrevocable

Enter Date

President Enter President Name

Enter University University of Pennsylvania

Enter University Address

Re: Retirement

Dear President Enter President Name,

I am writing to notify you of my retirement pursuant to the terms of the Phased Retirement Side Letter negotiated between APSCUF and PASSHE. I am retiring effective Retirement Date.

# Emeritus Status

To learn more about Emeritus Status, please visit:

<https://www.iup.edu/senate/committees/academic/emeritus-nominations/procedure-and-criteria-for-awarding-emeritus-status/>

The screenshot shows the Indiana University of Pennsylvania (IUP) website. The header includes the IUP logo and the text 'Indiana University of Pennsylvania'. Navigation links for 'ADMISSIONS', 'ACADEMICS', 'RESEARCH', 'STUDENT LIFE', 'ALUMNI', 'ABOUT IUP', and 'NEWS AND EVENTS' are visible. A search bar is located in the top right corner. The main content area features a left sidebar with a 'UNIVERSITY SENATE' menu, where 'Emeritus Nominations' is selected. The main heading is 'PROCEDURE AND CRITERIA FOR AWARDING EMERITUS STATUS'. Below the heading is a sub-heading 'Toward a Concept of "Emeritus"' followed by two paragraphs of text. The first paragraph states that the university confers the title 'Emeritus' on qualified academic and administrative faculty. The second paragraph defines Emeritus status as an honor conferred by the university. A third paragraph mentions additional benefits provided to emeriti. The page concludes with a 'Definitions' section, which begins with the sentence: 'For purposes of this document, the following definitions from the CBA shall be applied:'. The first definition is for 'Academic Faculty', which includes department chairpersons, full-time teaching faculty, librarians with faculty status, part-time teaching faculty, librarians without faculty status, and faculty members whose basic responsibilities lie outside the classroom setting who have been designated as Academic Faculty. The page number '12' is visible in the bottom right corner.

**UNIVERSITY SENATE**

- Senate Committees
- Academic Committee
- Emeritus Nominations**

Concept of Emeritus

Department Recommendations for Emeritus

**Procedure and Criteria for Awarding Emeritus Status**

Emeritus Status and Criteria April 2009

## PROCEDURE AND CRITERIA FOR AWARDING EMERITUS STATUS

### Toward a Concept of "Emeritus"

Each year, the university confers the title "Emeritus" on qualified academic and administrative faculty (defined as per the APSCUF CBA) who have been recommended through a department-based process.

Emeritus status is an honor conferred by the university to show respect for a distinguished career. It says "even though you are no longer an official part of this organization, you have shown such merit that we claim you as a continuing part of our professional group; we gather glory from your reflected glory."

In addition to the public award and inclusion in a published listing of emeriti, the university may provide benefits such as library privileges and office space when available. The university community is encouraged to use the skills and the talents of emeriti on a voluntary basis when appropriate.

### Definitions

For purposes of this document, the following definitions from the CBA shall be applied:

"Academic Faculty" — Department chairpersons, full-time teaching faculty, including librarians with faculty status, part-time teaching faculty, librarians without faculty status, and faculty members whose basic responsibilities lie outside of the classroom setting who have been designated as Academic Faculty. (p. 1)