

UNIVERSITY OF DALLAS

Name:	TENURED FACULTY PHASED RETIREMENT
Description:	Policy for the systematic phased retirement of a tenured faculty member.
Purpose:	The University of Dallas seeks to establish a phased retirement program to assist tenured faculty members in the transition from fulltime employment to retirement.
Policy:	<p>1.0 <u>Policy Statement</u></p> <p>The University provides a phased retirement program for tenured faculty members to assist in the transition from fulltime employment to retirement. The completion of the phased retirement program fully severs the regular employment and tenured relationship between the University and the faculty member, but does not preclude eligibility for the designation of <i>emeritus</i>. The phased retirement program does not preclude other means of retirement for a fulltime faculty member that could also fully sever the regular employment and tenured relationship between the University and the faculty member.</p> <p>2.0 <u>Scope</u></p> <p>The requirements of this policy relate only to planned retirement for tenured faculty members and apply to the whole of the regular employment relationship for them.</p> <p>3.0 <u>Definitions</u></p> <p>3.1 “Retirement” means the intentional termination of the regular employment relationship including any tenure status signaling the end of the fulltime teaching career at the University of Dallas.</p> <p>3.2 “Tenured Faculty Member” means those members of the regular fulltime faculty who have been awarded the designation of “tenured” according to the policies and procedures adopted by the University and by appointment of the University’s President. The designation of <i>tenured</i> as well as the process for pursuing that designation are defined in the University’s Faculty Handbook.</p> <p>3.3 “Emeritus” means an honorary designation bestowed on a retired faculty member according to the procedure defined</p>

in the Faculty Handbook and having certain privileges defined therein. Emeritus status is not an entitlement bestowed automatically for retirement.

- 3.4 “Phase-out” means the period of time during which the faculty member is employed at a reduced responsibility and compensation rate in anticipation of retirement (also referred to as the “transition-to-retirement”, “phasing period”, “transitional period”, “program period” or “phasing”). The phase-out period begins and ends according to the terms of the signed phased retirement agreement.

4.0 Eligibility

- 4.1 **Tenure status** – The faculty member must hold a tenured faculty rank at the University as defined within the Faculty Handbook.
- 4.2 **Years of Service** – The faculty member must have completed no less than twelve (12) years of continuous fulltime employment with the University prior and up to the date of application for phased retirement.
- 4.3 **Age Limit** – The faculty member must be at least 61 years of age at the time of application to the phased retirement program.
- 4.4 **Good Standing** – The faculty member must be in good employment standing, having no pending complaints or investigations relative to violations of employment or other University policies as defined in the Faculty Handbook or Employee Handbook or as published otherwise by the University, at the time of application for phased retirement. Good standing must be maintained throughout the period of phased retirement.
- 4.5 **Application & Agreement to Surrender** – The faculty member must make timely application in the manner dictated by the current application instructions. The faculty member must commit to an affirmative agreement to separate from regular employment and surrender all rights and responsibilities of tenure status at the completion of the program.

5.0 Program Specifications

- 5.1 **Application** – Participation requires formal application to the program. The application shall be made through the Office of the Provost. Applications will be accepted June 1 through September 30 of the year preceding the Fall semester for which the phased retirement will begin. Applications will be reviewed when submitted and all approvals will be made no later than November 30.
- 5.2 **Participation Limit** – The program shall admit no more than three (3) participants in any year for a maximum of nine (9) total participants in the program at any time. The University at its discretion may further limit the number of participation opportunities in the program due to financial constraints or other relevant exigencies.
- 5.3 **Duration** – The transition-to-retirement phasing may take one (1) to three (3) years. At no time shall the phase period extend beyond three years.
- 5.4 **Selection** – Selection and acceptance into the program will be determined based on (1) faculty member eligibility; (2) number of faculty members applying for a particular time period; (3) seniority in service years and rank; (4) department's teaching needs and ability to replace the faculty member during that particular time period – typically, no more than one faculty member from a department, or discipline for a school with no departments, will be selected in a single year; (5) a particular situation of the faculty member necessitating an acceleration to retirement, and (6) the University's ability to pay. The Provost shall develop a consultative process to review applications and shall make a recommendation to the President, who shall make the decision regarding selection.
- 5.5 **Duties** – During the transitional phasing period, the balance of duties shall shift in emphasis from teaching to scholarly and service duties. The FTE designation for the faculty member shall be 75% for all years of the phasing period. For a full three-year program, the teaching load in year one shall be four (4) regular courses for the academic year to equal approximately 12 credit hours. The teaching load in year two shall be three (3) regular courses. The teaching load in year three shall be two (2) regular courses. For individuals on a two-year phase-out program, the teaching shall be a two-thirds regular load (4 course)

followed by a one-third regular load (2 course). For individuals on a one-year phase-out, the annual teaching requirement shall be one-half regular load (3 courses). The form of the scholarly and service expectations shall be determined collaboratively between the faculty member and the appropriate dean, and shall be proportional to a 75% FTE designation in all years while incorporating a phasing-out of on-campus responsibilities and expectations over the period of the program.

5.6 **Compensation** – During the transitional period, the faculty member’s annual salary shall be three-quarters (75%) of the faculty member’s salary at the time of application to the program, and that amount shall be constant throughout the phasing period. The faculty member shall remain eligible for all employee benefits enjoyed by fulltime regular faculty. During the program, the faculty member may accept no other appointments or be paid any other additional stipend (e.g., no overloads, administrative stipends, honoraria, etc.) from the University of Dallas. There shall be no other additional compensation paid to the faculty member, including no “buy-out” or other form of financial release from the University. Outside employment during the phased retirement period cannot exceed the equivalent of one day a week.

5.7 **Employment Agreement** – The faculty member and the University shall execute a single irrevocable agreement at the time of acceptance into the program for which the term of the agreement shall be from the start of the first academic year of the phase-out to the end of the agreed phase-out period. There shall be no other faculty contracts or appointments made during the transitional phase-out period. In addition to the standard agreements for terms and conditions of employment, the agreement shall contain an explicit release of all tenure rights and responsibilities as well as any expectation or right to continued appointment to the faculty at the end of the program period. During the phase-out period, the faculty member shall retain all rights and responsibilities of a tenured faculty member and shall with exception of the specific terms of the agreement be subject to all requirements and privileges defined in the Faculty Handbook for a tenured member of the faculty.

	<p>6.0 <u>Right to Amend</u></p> <p>The University reserves the right to amend or terminate the retirement program at any time based on its financial or other considerations. The University shall honor the terms of the agreements held with faculty members at the time of amendment or termination.</p> <p>7.0 <u>Post-retirement Employment</u></p> <p>Following retirement, should there be a need on the part of the University and a willingness on the part of the retiree, occasional part-time adjunct or other non-benefits eligible temporary arrangements may be contracted between the two parties. Except in extraordinary circumstances, the retiree will not be eligible for fulltime regular employment with the University, and in no circumstance will be eligible to regain a tenured faculty status.</p> <p>8.0 <u>Equal Employment</u></p> <p>The phased retirement program is a term and condition of employment; as such, it is subject to all of the rights, duties, and responsibilities defined by the University's policy on equal employment. The provisions and requirements of that policy are incorporated herein and are applicable to all aspects of access, selection, and conduct of the phased retirement program.</p>
Principal Owners:	Assistant Vice President, Human Resources
Procedures:	Instructions for Application
Related Documents:	Faculty Handbook; Employee Handbook; Policy on Equal Employment
Keywords:	Retirement, Phased Retirement, Tenured Faculty
History:	Adopted: 09/06/2016



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