

POLICIES AND PROCEDURES

Subject: Faculty Pre-Retirement Program Reference: F-I-I

Source: President Eff. Date: April 1, 2007

Approval Auth.: President Approved: _____

Remarks: Replaces policy dated April 1, 1999.

Date: April 1, 2007

The college offers a pre-retirement option of reduced class load to tenured, full-time faculty members who would otherwise qualify for retirement under TRS/ORP guidelines. Proposals for a reduced load within a contract year will be considered on a case by case, semester by semester basis. Program guidelines are below:

- A. Any full-time, tenured faculty member, 55 years of age or older, may request a reduction in his/her teaching load for any long semester or academic year. (Varying percentages are required to accommodate department course load ranges.) This request must be in the form of a written application made by the faculty member and submitted to the division/program director no later than during the first 3 weeks of the long semester previous to the semester for which the pre-retirement option is requested. Proposals may originate only with faculty members.

A recommendation regarding each pre-retirement request will be made through channels by the division director to dean, vice president of instruction, and president. Faculty members will be provided information regarding the status of the proposal within 3 weeks.

- B. The faculty member may include in the application a request for a workload other than the traditional five days per week schedule. Consideration of alternate schedule requests will be based on such factors as student needs, schedule restraints of particular courses, and availability of alternate staffing and facilities. Every attempt will be made to schedule according to the preferences of the faculty member balanced with the needs of the institution.

Either the applicant or the administration may suspend or withdraw the application based on the college's inability to accommodate the scheduling conditions of the request, and the faculty member will remain on a full-time teaching load.

- C. Selection of this option shall not excuse a faculty member from reporting for duty prior to the beginning of classes, from holding office hours, from participation in the annual faculty evaluation process, nor shall the faculty member be excused from attendance at a commencement exercise. The faculty member is expected to participate in departmental rotations for evening courses and summer school on a pro-rated basis. The faculty member is encouraged to participate in meetings or activities and to serve on committees which are scheduled for his/her duty day(s). The faculty member is welcomed to participate in all college activities on non-duty day as well.
- D. Selection of this option shall have no effect on the faculty member's tenure status. The TRS/ORP contribution and sick leave accrual will be prorated to correspond with the salary and load percentage. Employees working between 50% and 100% load will be eligible for health, life, disability and dental insurance; however, they will only receive 50% of the health insurance premium contribution from the state.
- E. Upon retirement from the college, any employee not working a 100% load their last semester will receive only 50% of the state contribution for the health insurance premiums during retirement.
- F. A faculty member will be eligible to participate in the pre-retirement option for four years. During the first two years, the faculty member may choose to revert to full-time status or may retire. The faculty member must inform the division/program director of his/her intentions for the next academic year by the end of the preceding fall semester. At the end of the second year, the faculty member must choose to retire within two additional years or revert permanently to full-time status. Reverting to full-time status at any point will disqualify the faculty member from future participation in the pre-retirement program. The Administration may, at its discretion, allow a faculty member requesting to do so to revert to full-time status during the third and fourth years of this option.