

Retirement Transition Program Policy Statement Draft

Retirement Transition Program

The primary purpose of the proposed Retirement Transition Program (RTP) is to assist academic planners as they more effectively reallocate resources to meet program objectives and student needs in an increasingly dynamic environment. Another significant purpose is to provide an appropriate career transition for experienced professionals. As a resource reallocation activity the RTP will be pursued only when it is in the best interest of the University and has the approval of the Department Chair, the Dean, and the Provost/VP for Academic Affairs and Research. The implementation of the RTP will not result in additional instructional staffing in Academic Affairs. Upon acceptance by the Board of Regents, applications to this policy will be accepted effective July 1, 2001 with RTP contracts beginning in the 2002-2003 fiscal year.

Eligibility

1. Faculty eligible to apply for RTP consideration must be eligible and elect to retire under any approved institutional retirement system (i.e. KTRS or TIAA-CREF).
2. Faculty must have tenured, full time status to be eligible to apply for RTP consideration.
3. Faculty must have provided ongoing evidence of quality in performance in teaching and any other assignment areas.

Terms of Employment

1. RTP faculty are full-time, non-tenured contract faculty teaching up to a 12 hour load for the contract year.
2. RTP 's run for two consecutive academic years. There are no renewals to an RTP at the end of that two year term.
3. The specific teaching assignment for a RTP faculty member is understood to be determined by the Department Chair based on the scheduling and curriculum needs of the department.
4. RTP salary will be up to a maximum of 37.5% (or 3 1/8% per credit hour) of applicant s salary upon retirement. As their contract is a special status contract (see item 1 under eligibility), RTP faculty are only eligible for any across the board component of annual salary increases in the years subsequent to their retirement. Any such salary increases will have no impact on retirement system longevity nor contribute to any increased average salary since retirement is already being drawn.

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Expectations

1. The RTP is primarily designed as a teaching activity only. No additional service or research responsibilities are expected. In some cases, academic administrators may determine that the best interests of the academic unit may be served by an RTP wherein teaching duties may be combined with service and/or research. In these cases, the original RTP application must specifically state these terms.

2. RTP faculty may be required to relocate their offices if the Department Chair determines the reallocation of office space will contribute to meeting the goals of that academic unit.

Procedures and Timetables

DATES

October 1st

STEP ONE: Receipt of RTP from all interested faculty. Faculty members considering an RPT should consult with their department chair, review the Faculty Handbook and talk with the ECU Office of Human Resources regarding benefits before submitting a request. Some benefits are restricted to full-time faculty members and some will be shifted from ECU to KTRS or other retirement providers. The format of a RTP request is a memo presented to the department chair and then routed through the regular administrative channels. This memo should outline the teaching load as envisioned by the applicant.

STEP TWO: Determination by Department Chairs of matches between academic unit needs and applications. These reviews will include assessments of faculty replacement needs. This assessment must ensure that the quality of departmental teaching, advising and services will not suffer as a result of this RTP. The assessments should consider the impact of the RTP on the department. Specifically it should address the impact of the RTP on:

- a. Advising loads.
- b. The quality of teaching in the department, including class size.
- c. Percentage of courses taught by part-time faculty.

- d. Committee assignments.
- e. The percentage of faculty on RTP.
- f. Any special conditions, such as space, computers, or faculty travel.

cont.

STEP THREE: The Chairs' assessments will be appended to the original RTP requests and forwarded by the Chairs to the respective Deans, who shall review the requests in view of the needs of the colleges and the impact on the various departments. The Deans will then forward the requests and their recommendations to the Provost/Vice President for Academic Affairs and Research.

STEP FOUR: The Provost/Vice President will forward the requests, along with his/her recommendations, to the President.

STEP FIVE: The President will take these recommendations and, working in consultation with appropriate administrators, determine how the needs of programs and students will best be met by utilizing RTP faculty.

December 1st

STEP SIX: The President's recommendations, pending Board of Regents' approval, will be communicated to academic administrators and relevant faculty.

January

STEP SEVEN: The Board of Regents considers the President RTP recommendations.