I. Amendment to the Retirement Transition Program Policy Statement

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.

II. Issue

The RTP policy statement has been reviewed and in paragraph 3.1 the words full-time are being removed.

III. Background and Process

This is a program to be used as an alternative for ERO. 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 RTP has not resulted in additional instructional staffing in Academic Affairs.

IV. Alternatives

Continue with the present wording.

V. President’s Recommendation

The President recommends approval to be effective immediately.
Retirement Transition Program Policy Statement

1. 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. The implementation of the RTP will not result in additional instructional staffing in Academic Affairs.

2. Eligibility

2.1. Faculty eligible to apply for RTP consideration must be eligible and elect to retire under any approved institutional retirement system (i.e. KTRS or Optional Retirement Program (ORP)).

2.2. Faculty must have tenured, full-time status to be eligible to apply for RTP consideration.

2.3. Faculty must have provided ongoing evidence of quality in performance in teaching and any other assignment areas.

3. Terms of Employment

3.1. RTP faculty are full-time, non-tenured contract faculty teaching a 12-hour load for the contract year. [Twelve hours is the maximum, full-time teaching load for purposes of RTP calculations and funding. For RTP faculty with non-teaching assignments, KTRS allows retired employees to work up to 100 days per year. A day of work is considered by KTRS to be "any period of employment exceeding 3.5 hours in a given day."]

3.2. RTP's run for specified terms of one, two or three consecutive academic years. There are no renewals to an RTP at the end of the specified term.

3.3. 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.

3.4. RTP salary will be up to a maximum of 37.5% (or 3.125% per credit hour) of applicant's 9-month base salary upon retirement. Since 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.

3.5. RTP participants are considered part-time employees and are not eligible to accrue sick leave time and are paid for the courses actually taught (if an RTP faculty teaches % of
their annual teaching assignment, their salary will be \( \frac{3}{4} \) of the base amount). Any RTP faculty member who may not be able to meet their teaching obligations must inform the department chair, college dean, and the provost as soon as possible to insure that their class will have coverage.

3.6. RTP employees will be paid evenly over the academic year if their teaching load is being distributed evenly. If they are teaching more courses in the Fall, they have the choice of being paid evenly over the year or proportionally to their course load. If they are teaching a majority of their courses in the Spring, they will be paid proportionally to their course load.

4. Expectations

4.1. The RTP is primarily designed as a teaching activity. No additional service or research responsibilities are expected and RTP participants do not serve on standing university committees. In some cases, academic administrators may determine that the best interests of the academic unit may be served by an RTP wherein teaching duties are combined with administrative duties, service and/or research.

4.2. 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.

5. Procedures and Timetables

STEP ONE (Second Friday in September): Receipt of RTP from all interested faculty. Faculty members considering an RTP should consult with their department chair, review the Faculty Handbook, and talk with the EKU 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 EKU 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 (Second Friday in October): 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.
Action Agenda

A. Retirement Transition Program

President Kustra reported on June 30, 1998, the previous policy allowing an Early Retirement Option for faculty had ended and there had been renewed interest in a similar program that could benefit both faculty wishing to retire and the University. Dr. Marsden explained the program, the purposes to assist academic planners as they more effectively reallocate resources to meet program objectives and student needs in an increasingly dynamic environment and to provide an appropriate career transition from teaching/research to retirement for the faculty. Mr. Gilbert made a motion for approval of the Retirement Transition Program as presented after assurance that the program had the endorsement of the representative body of the faculty, the Faculty Senate. The motion was seconded by Mr. House. Ms. Burrell, Assistant Secretary, called the roll and the following members voted, “aye:” Mr. Abney, Mrs. Boyer, Dr. French, Mr. Gilbert, Ms. Henson, Mr. House, Mr. Rednour, Dr. Thompson, Mr. Williams, and Mr. Rice. A copy of the approved action is included in the Official Minutes of the Board of Regents.

B. Student Government Association Amendment

The Board received a recommendation from Mr. Rednour, with the endorsement of the Student Government Association and the Council on Student Affairs, to amend the SGA Constitution to expand the Fall Semester voting period to include the fourth week of classes and the Spring Semester voting period to include the entire third week prior to the final examination period to allow more students the opportunity to vote. Mr. Abney made a motion for approval which was seconded by Mr. Gilbert. The motion carried by voice vote. A copy of the Resolution is included in the Official Minutes of the Board.

Information Agenda

Budget Discussion

President Kustra reported on the unprecedented meeting being held today allowing the Board’s input into the budget process, prior to the completion of the budget by the University. This new process allows the Board to learn of the University’s identified priorities and the University to receive the Board’s input prior to acceptance of the budget. Dr. Kustra further explained that since we are in the second year of the biennium and our allocations were minimal, we are left with a base increase state appropriation of only 3.7 percent.
I. Retirement Transition Program Policy Statement Draft

II. Issue

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.

III. Background and Process

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.

IV. Alternatives

Not applicable.

V. Projected Timeline

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.
"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. [It is possible a modified process could be implemented for the 2001-2002 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. [[Twelve hours is the standard, full-time teaching load for purposes of RTP calculations and funding.]]

2. RTP’s run for specified terms of two or three consecutive academic years. There are no renewals to an RTP at the end of the specified 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 are 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

STEP ONE: Receipt of RTP from all interested faculty. Faculty members considering an RTP should consult with their department chair, review the Faculty Handbook and talk with the EKU 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 EKU 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.

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.

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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.

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

STEP SEVEN: The Board of Regents considers the President's RTP recommendations.
Motion on Teaching Evaluation. Senator Taylor contacted Tom Watkins, Chair of the Improvement in Instruction Committee and submitted the Senate's request that this committee review the current practices for evaluation of teaching at EKU and to recommend ways to properly contextualize quantitative evaluation and ways in which we may enhance the qualitative evaluation of teaching.

Shared Faculty Positions Proposal. The proposal has been passed by the Board of Regents. The Senate proposal was modified by the Board to change the timeframe from temporary status to either one, two, or three years. One other issue addressed concerned shared benefits. If a part time faculty member were hired to share in this type of position, it should be understood that there would be no shared benefits for the part time faculty member. To do otherwise would not be fair to our other part time faculty and would be too costly for the university. Also, please note that the full time faculty member requesting a shared position will receive his or her benefits prorated and may purchase additional university benefits.

Ad Hoc Committee on Promotion and Tenure Procedures. This committee has met twice so far. Nothing yet to report.

Establishment of an Ombudsman. The Faculty Senate has charged the Faculty Rights and Responsibilities Committee with the task of gathering information on establishing an ombudsman for the faculty. The Senate awaits this committee's report.

Senator Taylor mentioned that suggestions and ideas for the University Strategic Planning Committee to consider should be given to either Senator John Flannagan or Senator Taylor.

UNFINISHED BUSINESS:

Retirement Transition Policy. Before the Senate began deliberations on the proposed policy, Senator Marsden clarified that while some departments consider nine hours as a standard load, twelve hours is the defined load to participate in the retirement program. He further indicated that if the Senate passes the proposal and if the Board receives the recommendation in time for their March meeting, the program could conceivably be placed into effect for the 2001-2002 academic year.

Senator Freed made a motion, which was seconded by Senator Lifland to amend the proposed policy from a mandatory two year plan to a mandatory three years. Senator Freed then amended the amendment with the approval of Senator Lifland to be one year renewable up a time up to a maximum of three years. Senator Goodwin requested to amend the amendment to a mandatory two years with the option of an additional year, if the department consents and the faculty member desires. Senator Freed and Senator Lifland agreed to the amendment. The amendment was passed by the Faculty Senate with a 28 to 25 vote. The amended retirement transition proposal was then passed by the Faculty Senate.

Replacement on the Executive Committee. Senator Harley nominated Senator Schuster to take his place on the Executive Committee for the remainder of the year. The Faculty Senate approved Senator Schuster's nomination.