



4.6.9P

Volume 4, Academic Affairs

Chapter 6, Faculty Appointments and Evaluation

Section 9, Retirement Transition Program

Approval Authority: Board of Regents

Responsible Executive: Senior Vice President for Academics and
Provost

Responsible Office(s): Office of Academic Affairs, Colleges,
Departments

Effective: December 4, 2003

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Retirement Transition Program

Policy Statement

1. Purpose
 - 1.1. 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 the best interest of the University and has the approval of the Department Chair/Unit Head, 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. Kentucky Teachers' Retirement System (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 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 an RTP faculty member is understood to be determined by the Department Chair/Unit Head 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 $\frac{3}{4}$ 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/Unit Head, 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/Unit Head determines the reallocation of office space will contribute to meeting the goals of the 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/Unit Head, review the Faculty Handbook, and consult 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/Unit Head 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 the Department Chairs/Unit Heads of matches between academic unit needs and applications. These reviews will include assessment 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. Percent 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 (first **week** in November): The Chairs'/Unit Heads' assessments will be appended to the original RTP requests and forward by the Chairs/Unit Heads to the respective Deans who shall review the request 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.

STEP FOUR (second **Friday** in November): The Provost will forward the requests, along with his/her recommendations, to the President.

STEP FIVE (first **Friday** in December): 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 (second **Friday** in December): The President's recommendations, pending Board of Regents' approval, will be communicated to the academic administrators and relevant faculty.

STEP SEVEN (SPRING - BOARD MEETING): The Board of Regents considers the President's RTP recommendation.

Entities Affected by the Policy

- Colleges
- Departments
- Faculty

Interpreting Authority

Senior Vice President for Academics and Provost

Relevant Links

Regulation 4.6.3 Faculty Appointments

Policy Adoption Review and Approval

Policy Revised

| <u>Date</u> | <u>Entity</u> | <u>Action</u> |
|-------------------------|-------------------------|----------------|
| December 4, 2003 | Board of Regents | Adopted |

Policy Issued

| <u>Date</u> | <u>Entity</u> | <u>Action</u> |
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| March 1, 2001 | Board of Regents | Adopted |
| February 3, 2001 | Faculty Senate | Approved |