

## **GUIDELINES FOR TRANSITION TO RETIREMENT FOR FACULTY AT TEMPLE UNIVERSITY SCHOOL OF MEDICINE**

**PURPOSE:** To provide a voluntary program in which full-time faculty can transition to retirement by working at 50% effort per year, for up to three years. Participation in the program is on a voluntary basis and is subject to the Medical School's policies which prohibit discrimination.

**ELIGIBILITY:** Application to participate in the Transition to Retirement Program is strictly voluntary and is a benefit available to faculty who qualify based on the eligibility requirements.

Any full-time faculty member who is 62 years of age or older and who has a minimum of 10 years of service with Temple University may elect to participate in this Transition to Retirement Program.

**ELIGIBILITY PERIOD:** Annually, eligible faculty will be able to elect to participate in the Transition to Retirement Program by completing an election form and submitting the form to his/her Chairperson. The Chairperson will submit the request to the Associate Dean for Faculty Affairs at the School of Medicine who will submit the request to the Dean. If approved, the School will notify the Vice-Provost for Faculty Affairs and will forward the form to Human Resources. If the Chairperson or the Dean makes a recommendation not to approve the request, s/he will communicate the decision and the reason for the decision to the faculty member. An election form must be received by December 31 in any given year for participation in the Transition to Retirement Program during the following fiscal year.

Upon receipt of an approved election form, the Human Resources Department will schedule a time to meet with the faculty member and have the faculty member sign an agreement outlining the terms and conditions of the Transition to Retirement Program. Once signed, the faculty member will have 7 days to revoke the agreement. Thereafter, the agreement will be irrevocable and the faculty member will be required to retire as per the date reflected in the agreement. Exceptions will not be made for any reason.

**RETIREMENT TRANSITION:** A faculty member who participates in the Transition Program will be eligible either to not work for one-half of the fiscal year or to reduce his/her effort to 50% across the 12 month fiscal year, for a maximum of 3 fiscal years. The Dean or his/her designee will be responsible for assigning the faculty member's duties and these will be both reasonable and fair and reflect the reduction in effort or time chosen. As part of the assignment of duties, the Chairperson or the Dean will have discretion over the faculty member's continued participation on committees.

The faculty member will receive 50% of his/her salary during this time period, spread out over 12 months. All benefits will continue during this transition period; any benefit that is salary based will be based on the adjusted salary. A faculty member participating in this transition program will be eligible to receive annual increases, including merit, commensurate with job performance. The standard clinical or basic science performance matrix will be applied for either the percentage effort or the portion of the calendar year worked by the faculty member.

Although a faculty member may request the terms of a reduction in duties, the Chairperson, in consultation with the Dean, will make the final determination based on student/faculty scheduling needs and/or the need for clinical activities. Where a faculty member has not been approved to have his/her requested reduction in duties, he/she may re-apply for the subsequent year.

Faculty participating in the Transition to Retirement Program will count as ½ (0.5) faculty member for the purpose of determining number of faculty for allocation or calculation of certain University benefits and/or programs. For faculty members participating in this program, 10 days of vacation time will be permitted each year they are enrolled in the program.

**ELECTION OF RETIREMENT:** Acceptance of a faculty member's election to participate in the Transition to Retirement Program will be at the sole discretion of the School of Medicine based on departmental needs, to ensure that every department within the School has the ability to meet clinical, academic and student needs. A decision to deny the election is not subject to any dispute resolution process.

A faculty member not approved for participation in the year in which he/she applies may reapply the following year.

Approved by President Ann Weaver Hart 8/22/07

