<<Please put on dean’s office letterhead>>

To:

From: , dean, College of

Re: Request for Transition to Retirement

Date:

Thank you for contacting me to discuss your request to reduce employment to [insert FTE% - 50% or less] part-time work and transition to full retirement. This request is approved effective at the start of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ academic term, with a retirement date no later than the end of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ academic term.[3 years maximum].

The terms of your transition to retirement are stipulated in Article 17.3.3. of the Collective Bargaining Agreement between the University System of New Hampshire and the UNH Chapter of the American Association of University Professors.

Eligibility: You confirm that you meet all of these conditions:

• attain age 59 1/2 or older

• be a participant in the USNH approved retirement plan for at least 10 years

• not be participating in a USNH early retirement program

• not be on long-term disability or worker’s compensation

Salary and benefits: Your salary base will be pro-rated based on the percent time of employment. You will be eligible to continue your USNH group medical and dental coverage at the same contribution rate as a full-time faculty member until full retirement. However, long-term disability, life insurance, and contributions to the USNH retirement plan will be based on the pro-rated salary.

Workload: Your workload assignment during the transition period will be as follows:

For [1st AY of transition]: [X] units of teaching, [X] unit research and [X] unit of service. [insert specific courses and service work as agreed with the chair, if known]

As you move forward in your transition to retirement, your workload will be evaluated annually based on your performance review by your department chair. For research, you will be expected to continue an established scholarship program with good quantity and quality of publications, and both the staging and trajectory of the research program. It will be expected that you have at least [1-2 refereed] publications in quality journals either in-print or in-press during the next academic year. If you are unable to meet this research standard, then your workload may be adjusted. Further, it will be expected that you meet the high quality of teaching expected of faculty at UNH and performing service-related activities consistent with [x] units of workload.

Miscellaneous:

* You will not be permitted to work for USNH in a status position following the effective date of your retirement.
* During the period of part-time service, you cannot increase the percent time worked.
* This agreement constitutes an irrevocable agreement to fully retire following completion of part-time service.
* You may collect your retirement income (TIAA, Fidelity) while continuing to be employed in the part-time status position.
* You will not be eligible for sabbatical leave during this transition period.
* You will continue in the bargaining unit and any salary increases will be based on the terms of the AAUP contract.

I truly appreciate your dedication to our students and advancing the university’s educational mission. Please sign this letter and return it to me to verify your agreement with its terms. Should you have any questions, please let me know.

Very truly yours,

[Dean], [College]

I agree to the terms of this agreement:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[faculty member name]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

cc: Sue Chalifoux, provost’s office

 HR Services

NAME, finance director

NAME, chair

NAME, personnel file