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

To:

From: , Dean, College of

Re: Request for Transition to Retirement

Date:

Thank you for contacting me on [date] to discuss your request to reduce employment to [insert FTE% - 50%, 63%, 75% or 88%] 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ academic term [no more than 3 years or the end of the lecturer’s current appointment, whichever comes first].

The terms of your transition to retirement are stipulated in Article 18.8 of the Collective Bargaining Agreement between the University System of New Hampshire and the UNH Lecturers United – AAUP.

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

• attain age 59 1/2 or older

• have 10 or more years of status service at UNH

Salary and Benefits: Your salary base will be pro-rated based on the percent time of employment. You will be eligible to continue your existing USNH group medical and dental coverage at the same cost-sharing arrangement as outlined in CBA Article 18.2 and USY A.4.3. until full retirement. However, disability insurance, life insurance, and retirement contributions will be based on the pro-rated salary. Tuition benefits for employees will be the same as outlined in CBA Article 18.6. Tuition benefits for spouses and dependents and paid sick leave are based on the reduced appointment percentage.

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

For [1st AY of transition]: [X] units of teaching 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. 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 continue in the bargaining unit and any salary increases will be based on the terms of the UNHL United - AAUP contract. 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 will not be eligible for professional development leave during this transition period.
* You will continue in the bargaining unit and any salary increases will be based on the terms of the CBA.

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: Peg Kirkpatrick, provost’s office

 [College] Finance Director

 NAME, chair