

APPENDIX E

WHITWORTH UNIVERSITY FACULTY VOLUNTARY PHASED RETIREMENT POLICY

Revised 11/18/2016

A voluntary phased retirement policy is available for those faculty who wish to continue to teach a reduced course load at a proportionately reduced salary. The following considerations apply to the policy:

A. General Qualification Terms:

Participants in the program must be Track I or II faculty with a minimum of 15 years of full-time service.

B. Considerations that Relate to the Policy:

The voluntary phased retirement program provides for a reduced level of active involvement by faculty members who have chosen to enter the program. The reduced level of activity involves reductions in teaching obligations according to the norms of the faculty member's particular program. The specific definition of faculty commitment will be determined by mutual agreement between the faculty member and the department chair and/or dean, subject to the approval of the provost.

The maximum period of voluntary phased retirement is four years. At the end of this period, retirement will be complete. During the voluntary phased retirement, the faculty member will hold a Track II appointment and may choose among three options subject to the following limitations. First, he or she may elect to move from one option to an option of lesser time commitment. However, the faculty member may not later elect an increased level of activity. Second, the one-fourth-time option may not exceed one of the total four years.

Upon entering into the voluntary phased retirement program, the faculty member agrees to relinquish tenure. While participating in the program, a faculty member's employment may be terminated only under conditions fully covered in section 10 of the *Faculty Handbook*, which apply to Track II faculty. Rank will be maintained.

A faculty member in the voluntary phased retirement program may request full retirement or a phased reduction in the planned workload at any time. Notification of this intent should be given at or before the date specified in "Section 10.3 Retirement" in the faculty handbook.

The faculty member and his/her dean and department chair, if appropriate, will each make a good faith effort to negotiate a mutually acceptable plan of what and when to teach, along with other faculty responsibilities of the faculty member during the period of voluntary phased retirement. Strategies for the suitable replacement of a faculty member will also be part of the phased-retirement agreement. Resources for replacement faculty will depend upon the period of phased retirement, the load of the retiring faculty member, and the needs of the institution and department. Whitworth reserves the discretion to approve or deny a request based upon the instructional needs of the university. If agreement cannot be reached, the provost will serve as arbitrator, and the decisions made by the arbitrator will be final and binding on both parties.

C. Available Options:

The voluntary phased-retirement program provides for three levels of reduced faculty activity: approximately three-fourths (15-16 credits), approximately one-half (12 credits), and approximately one-fourth (six credits) of a normal teaching load. Faculty will continue to have service and advising obligations proportional to those of full-time faculty members. Generally, faculty will be expected to teach at least one section during each term of the academic year. Loads need not be equal each semester, but they will depend on the needs of the institution. While the faculty handbook specifies that the normal teaching load is 21 credits, the baseline full-time load for figuring phased-retirement contracts will be 21 credits.

1. Three-fourths teaching load:

This option, based on a teaching load of 15-16 credits, will provide 71-76 percent of the faculty member's prior-year full-time-equivalent salary, augmented by the current year's annual general increase. The faculty member will also be eligible for proportional adjustments for equity, using the full salary as the base of calculations. This option generally represents a 2-1-2 teaching load, although 3-1-1 or 1-1-3 splits will be considered, depending upon the needs of the institution. The specific terms of each agreement will be appended to the phased-retirement contract. This arrangement will also have the following considerations for the department:

- The faculty member will retain an office on campus, but may be moved to alternative office space at the discretion of the administration.
- If needed, replacement courses will be covered by contingent faculty until the retiring faculty member reduces his/her load to one-half.

2. One-half teaching load:

This option is based on a teaching load of 12 credits and will provide 57 percent of the faculty member's prior-year full-time-equivalent salary, augmented by the current year's annual general increase. The faculty member will also be eligible for proportional adjustments for equity, using the full salary as the base of calculations. This option generally represents a 2-2 or 2-1-1 teaching load; however, depending on the programmatic needs of a department or program, this option may be altered by mutual agreement between the retiring faculty member, the department chair/dean, and the provost. This arrangement will also have the following considerations for the department:

- The faculty member may be required to share office space or use office space that is convenient to the department and/or the institution.
- If needed, and depending upon the timing of a faculty member's anticipated retirement, the faculty member's department may request a regular faculty replacement for the faculty member in phased retirement at the point when the retiring faculty member reduces his/her load to one-half or less. Requests will be considered in the context of the overall instructional needs and budgetary situation of the university.

3. One-fourth teaching load:

This option will provide 29 percent of the faculty member's prior-year full-time-equivalent salary, augmented by the current year's annual general increase. The faculty member will also be eligible for proportional adjustments for equity, using the full salary as the base of calculations. This option normally represents a 1-1 teaching load. The one-fourth-time option can only be exercised for one year during the phased- retirement program; if this option is elected, full retirement must occur the next year.

- The faculty member may be required to share office space or use office space that is convenient to the department and/or the institution.
- If needed, and depending upon the timing of a faculty member's anticipated retirement, the faculty member's department may request a regular faculty replacement for the faculty member in phased retirement at the point when the retiring faculty member reduces his/her load to one-half or less. Requests will be considered in the context of the overall instructional needs and budgetary situation of the university.

D. Receiving Benefits:

A faculty member in voluntary phased retirement will continue to be eligible for annual increases in salary on the same terms as full-time faculty, except such increments will be based on the retirement-affected salary [i.e., 71 percent, 57 percent, or 29 percent of the full increment]. The university strives to allow the participating faculty member to continue to be eligible for all university benefits for full-time faculty if this is allowed by the respective carrier or company. These benefits include retirement contributions. It should be noted that salary- sensitive benefits such as retirement contributions, disability insurance, and life insurance are based on the rate of compensation actually paid, not on the full base salary. In addition, medical insurance does impose some limitations.

The voluntary phased-retirement plan will permit faculty to begin receiving retirement-plan benefits while participating in phased retirement.

E. Medical Insurance:

Because the state of Whitworth University's medical insurance plan is subject to frequent change, faculty interested in considering phased retirement are urged to consult with the human resources department prior to requesting phased retirement.

F. Tuition Remission:

Faculty members who have completed 20 years of service at Whitworth will continue to be eligible for dependent tuition remission in accordance with the policies and procedures outlined in the Tuition Remission Policy.

G. Emeritus Status:

Faculty who qualify for recommendation for emeritus status are still eligible for this status at the end of the phased-retirement period. Recommendation will be made following the process described in the faculty handbook (section 1.3.5).

H. Application Procedure:

To allow opportunity for division and department chairs to include provision for a phased retirement in the budget process, a faculty member requesting this option must make application for voluntary phased retirement by July 1, one year prior to the year he or she intends to enter into this arrangement.

The application to enter a phased-retirement arrangement must be initiated through the VPAA, with consultation with the department chair. The department chair will provide a brief impact statement as to the faculty needed to replace the lost courses [either regular or contingent faculty].

To assist faculty in coming to an informed decision about entering a phased-retirement program, the university will endeavor to offer periodic retirement counseling sessions.

APPLICATION FOR VOLUNTARY PHASED RETIREMENT

INSTRUCTIONS

A faculty member wishing to enter into a voluntary phased-retirement agreement must apply by July 1, one year prior to the year he or she intends to begin a reduced contract. This allows Whitworth the opportunity to reallocate resources, and possibly to search for a replacement position.

If you intend to begin the voluntary phased-retirement process, please sign the following agreement, then have your department chair and/or dean fill out the remainder of the form. The form should be received by the office of academic affairs no later than July 1, one year prior to the year you intend to enter into a reduced teaching load.

APPLICATION FOR VOLUNTARY PHASED RETIREMENT

I intend to enter into voluntary phased retirement beginning the _____ - _____ academic year.

I understand that this Application for Voluntary Phased Retirement, once approved, will be governed by the terms of the Whitworth University Faculty Voluntary Phased-Retirement Policy. This policy appears on the academic affairs website, as from time to time amended, and operates as an amendment to and supersedes any contrary language in the faculty contract with Whitworth University.

I understand that the maximum period of said phased retirement is four years. The voluntary phased-retirement program provides for three levels of reduced faculty activity: approximately three-fourths (16 credits), approximately one-half (12 credits), and approximately one-fourth (6 credits) of normal teaching load. Faculty members will continue to have service and advising obligations proportional to those of full-time faculty members. Generally, faculty will be expected to teach at least one section during each term of the academic year, but may vary this assignment with the approval of the dean and provost. Loads need not be equal each semester, but they will depend on the needs of the institution. The faculty handbook specifies that the normal teaching load is 21 credits. I understand I may not later elect an increased level of activity. I understand that the one-fourth time option may not exceed **one** of the total four years. Once enrolled in the voluntary phased-retirement program, I may request full retirement or a phased reduction in the planned workload at any time. I agree to notify my department chair and dean, as well as the provost, of my intended workload on or before the normal date of contract renewal for the subsequent year. Whitworth reserves the discretion to approve or deny an application for voluntary phased retirement based upon business needs.

Upon entering into the voluntary phased-retirement program, I agree that if I have tenure, I will relinquish my tenure (Track I) appointment in exchange for a non-tenure track (Track II) appointment. I understand that the policies governing Track II faculty in the faculty handbook will apply to me during the term of my phased-retirement period. While I am participating in the program, my employment may be terminated only under conditions fully covered in section 10 of the faculty handbook, which are the same terms that apply to all Track II faculty. My academic rank will be maintained.

I have discussed my intentions with my department and my dean. We have/have not [circle one] agreed to the following plan for my first year of voluntary phased retirement:

I request the following workload (16; 12; or 6 credits) [circle one option] during the first year of voluntary phased retirement, and I expect to teach according to the following plan during the period of my phased retirement.

Academic Year	Fall	January	Spring	Credit Load
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

If I circled "have not" above, I understand that the provost will serve as arbitrator for my plan of teaching and other faculty responsibilities.

By execution of this application, I hereby acknowledge that I: (a) am doing so voluntarily; (b) have not been subject to any duress or coerced into signing this application; and (c) am aware that I have the option to continue as a full-time tenured faculty member, but I desire to forfeit that option.

Name of faculty member

Signature of faculty member

Date

STATEMENT OF DEPARTMENT CHAIR AND/OR SCHOOL DEAN

I have discussed the plan listed on Page 1 of this application with the requesting faculty member, and we have/have not agreed to the plan. I have attached a brief impact statement to this application.

_____	_____	_____
Name of dean	Signature of dean	Date

_____	_____	_____
Name of department chair	Signature of department chair	Date

APPROVAL OF ENTRY INTO VOLUNTARY PHASED RETIREMENT

The above application and plan are hereby approved, beginning with the contract for the _____ - _____ academic year.

_____	_____	_____
Name of provost	Signature of provost	Date