



Phased Faculty Retirement

Purpose

The purpose of this policy is to provide a mechanism for eligible tenured faculty to gradually phase into retirement.

Persons Affected

This policy applies to all tenured university faculty.

Definitions

Retiree: Any tenured faculty member who voluntarily terminates employment with the university and who meets the service requirements for retirement under the Teacher Retirement System (TRS) or the Optional Retirement Program (ORP).

Phased Retirement: Reduced appointments in teaching, service, and/or scholarship to assist an individual in preparing for full retirement. A phased faculty retirement agreement is entered into for not more than one academic year. The University may offer up to two additional one year contracts. In no event can the period of phased retirement exceed three academic years.

Phased Retirement Agreement: An agreed post-retirement plan to phase the tenured faculty appointment from 100% workload to full separation. The agreement will include the semesters involved, the percentage of appointment, workload and academic duties (teaching, scholarly activity, service), and compensation. By entering into the Phased Retirement Agreement, the retiree agrees to resign as a tenured faculty member. The retiree shall remain subject to the University Handbook of Operating Procedures and Rules and Regulations of the UT System Board of Regents.

Policy

Stephen F. Austin State University offers tenured faculty who are eligible to retire the option of applying to “phase” into complete retirement by various combinations of partial appointments. Phased retirement shall be allowed only after a determination that part-time continued appointment not only benefits the individual faculty member retiree, but also is in the best interest of the university. Such appointments shall terminate at the expiration of the Phased Retirement period; existing policies of the university and The University of Texas System related to modified service and/or emeritus faculty status apply.

Procedures

1. Eligible tenured faculty desiring to pursue Phased Retirement should consult with Human Resources (HR) benefits personnel prior to discussions and negotiations with the Academic Unit Head (AUH) concerning the development of a personal Phased Retirement Plan at least one semester prior to the desired start date. TRS-participating



faculty should refer to the TRS-maintained guidelines on employment after retirement (EAR) for allowable workload structure options.

2. Subject to the annual needs of the department, and with the approval of the AUH, Dean, and HR, a retiree appointed to one-half time load may complete a one-half time appointment by teaching/scholarship activity/service full time in one semester and zero time in the other semester. A retiree under TRS who is approved to work under this alternative schedule must contact TRS and fulfill any requirements to that agency related to Phased Retirement.
3. Once the faculty member and the AUH agree on the Phased Retirement Agreement, the agreement will be forwarded to HR for review.
4. HR will certify the faculty member meets all requirements for retirement and provide the agreement to the college Dean, copying the faculty member and AUH. The college Dean will determine if the Phased Retirement Agreement is in the best interest of the college. If supported by the Dean, the Agreement will be sent to the Provost for consideration, and the faculty member notified.
5. If the Phased Retirement Agreement is approved by the Provost, it will be provided to HR as an executed Phased Retirement Agreement. The Provost, college Dean, AUH and the retiree will receive a copy as confirmation of the accepted Agreement.
6. HR will place the Agreement in the employee file. Academic Affairs will place the Agreement in the faculty personnel file.
7. When a faculty member retires, sick leave balances and usage will follow the requirements of the university's sick leave policy.

Related Statutes or Regulations, Rules, Policies, or Standards

Tex. Educ. Code § 51.922, 51.964
Tex. Government Code § 2252.901

Regents' *Rules and Regulations*, Rule 30301, Employment of Retirees

SFA HOP 02-312 Faculty Workload
SFA HOP 02-315 Part-Time Faculty Appointments
SFA HOP 02-320 Tenure and Continued Employment
SFA HOP 03-212 Retirement and Modified Service
SFA HOP 03-505 Sick Leave

Responsible Executive

Provost and Executive Vice President for Academic Affairs
Senior Vice President for Organizational Effectiveness



Forms

Phased Retirement Agreement for Tenured Faculty
Procedures for Waiver Under the Age Discrimination in Employment Act of 1967 (ADEA) and
the Older Workers Benefit Protection Act (OWBPA)

Revision History

February 10, 2025 (original)