

Phased Retirement Application for Faculty

Eligibility: Tenured faculty members, including Librarians and Counselors, and Lecturers with a Certificate of Continuous Employment (CCE) who are members of the Optional Retirement Program (TIAA-CREF), who are at least 65 years of age and who have at least fifteen (15) years of pensionable, continuous, full time CUNY service are eligible to apply. *(Faculty members currently serving as Department Chairs or as Executive Officers of a Ph. D. Program must submit their resignation from the position, prior to beginning their phasing period).*

Instructions: The applicant completes Sections I, II, III, IV and V of this form and submits it to Human Resources for verification. Human Resources completes Section VI and forwards to the Department Chairperson. The Department Chairperson completes Section VII. The College President completes Section VIII. Human Resources completes Section IX.

Applications must be submitted to Human Resources no later than November 15 to phase beginning the following academic year.

Final arrangements are to be in place by February 1 following submission of the application.

I. Personal Data

Name Title Empl ID

College Department

Date of initial full time appointment to the University Date of Tenure/CCE

Address Tel.:

City State Zip Code email

II. Phasing Period:

Faculty applicants may elect to phase for one, two or three years, during which their work commitment shall be 50% of the contractual full-time workload and the salary shall be 50% of the full-time salary.

I would like to participate in the program for: One year Two years Three years Beginning with academic year

III. Travia Leave Election:

- I elect to take Travia Leave in the spring semester of my final phasing year
- I elect to take a lump sum payment in lieu of Travia Leave following completion of my phasing period

IV. Proposed Allocation of Workload during the Phasing Period:

The workload for each year of the phasing period, except for the year in which Travia Leave is taken, must equal 50% of the annual contractual full-time workload, *i.e.*, 50% of the teaching load and 50% of other professional responsibilities, for which the salary shall be 50% of the full time salary.

Inasmuch as the workload for faculty Librarians is 35 hours per week, a phasing Librarian would work either 17.5 hours per week for the entire academic year (25% of annual workload in Fall/25% in Spring) or 35 hours per week for one-half the year (50% of annual workload for Fall or Spring). Faculty Counselors, who have a 30 hour per week workload, would work either 15 hours per week for the entire academic year (25% Fall/25% Spring) or 30 hours per week for one-half the year (50% for Fall or Spring).

Regardless of how the phasing employee's workload is distributed over the course of the year, salary will be paid out over the full year in equal biweekly payments (except that the amount will be different during Travia Leave, when employees will be paid at the rate of 100% of salary).

Please indicate your option for each year.

<input type="checkbox"/> Year 1	<input type="checkbox"/> Year Two	<input type="checkbox"/> Year Three
<input type="checkbox"/> 50% - Fall / 0% Spring	<input type="checkbox"/> 50% - Fall / 0% Spring	<input type="checkbox"/> 50% - Fall / 0% Spring
<input type="checkbox"/> 0% - Fall / 50 % Spring	<input type="checkbox"/> 0% - Fall / 50 % Spring	<input type="checkbox"/> 0% - Fall / 50 % Spring
<input type="checkbox"/> 25 % - Fall / 25% Spring	<input type="checkbox"/> 25 % - Fall / 25% Spring	<input type="checkbox"/> 25 % - Fall / 25% Spring
<input type="checkbox"/> 25 % - Fall / Travia Leave - Spring	<input type="checkbox"/> 25 % - Fall / Travia Leave - Spring	<input type="checkbox"/> 25 % - Fall / Travia Leave - Spring

V. Attestation of Applicant

I attest to the following:

1. I understand that the decision to phase is irrevocable and is contingent upon my irrevocable commitment to retire at the end of the Phasing Period (or the combined Phasing and Travia Leave Period). I further understand that if I fail to retire at the end of the Phasing Period (or combined Phasing and Travia Leave Period), I shall be deemed to have resigned as of the end-date of my Phasing Period (or combined Phasing and Travia Leave Period).

2. I understand that I may work outside of CUNY, without limitation as to time and compensation, so long as the outside work does not conflict with my CUNY assignment, except that if I elect a 50% workload in a given semester, I am subject to the Multiple Position Policy for that semester and must submit a Multiple Position Report for that semester. I also understand that I am subject to paragraphs 2.I i, 2. I iii, 2. I iv and 2. I v of the Multiple Position Policy throughout the phasing period.

3. I understand that it is in my best interests to consult a financial professional and/or a retirement counselor before making the decision to participate in this program.

Signature _____ Date _____

VI. Human Resources

Date of Birth 15 or more years of pensionable, continuous, full-time CUNY service

TIAA-CREF MetLife Guardian

Name Signature _____ Date _____

VII. Department Chairperson:

Briefly describe how the department will cover the applicant's courses and related responsibilities at the college during the phasing period:

Approved *My approval is an indication that the faculty member's proposed workload configuration would not impede the department's ability to meet its academic responsibilities.*

Not approved

Name Title

Signature _____ Date _____

VIII. Recommendation of College President (including Appeals):

Approved

Phasing Period deferred for one year

Name _____ Signature _____ Date _____

IX. Board of Trustees' Action

Chancellor's University Report Date _____