



Phased Retirees Check List:

- Review all PRP documents on the Faculty Affairs website at <http://www.uncsa.edu/vcprovost/facultyaffairs.htm>.
- Discuss the possibility of entering Phased Retirement with your dean.
- Make an appointment with the Benefits Office in Human Resources to discuss your individual retirement.
- If you decide to apply for phased retirement, ***negotiate a half-time work plan with your dean and*** complete a Phased Retirement Application and Reemployment Agreement.
- Forward the above application/agreement to your dean.
- If the above application/agreement is approved, you will receive a copy from the Office of Faculty Affairs with all required signatures along with a Phased Retirement Program General Release for your consideration.
- From the date that you receive a copy of the above approved application/agreement and the General Release, you will have forty-five (45) calendar days within which to consider the Release. The date of "receipt" is the date on which UNCSCA either physically delivers to you the completed Agreement and Release or the date on the return receipt card that you signed upon delivery to you by registered mail.
- If you decide to complete the PRP process, complete the Phased Retirement General Release. Your signature should be notarized.
- Forward the notarized general release form to the Office of Faculty Affairs.
- You have the right to revoke the Agreement and the Release anytime within seven (7) calendar days after both documents are fully executed by all parties. Revocation must be in writing.
- If the general release is approved, you will receive a copy from the Office of Faculty Affairs.
- Your original Application, Work Plan and General Release will be placed in your faculty personnel file.