



## Phased Retirement Program Routing & Approval Procedure

| Deadline    | Task  |
|-------------|---|
| July 25     | Faculty Affairs requests report identifying eligible MYC faculty from Susan Porter.   |
| August 25   | Faculty Affairs notifies eligible faculty.  |
| February 15 | Faculty member submits Application and Re-employment Agreement to Dean.   |
|             | If Dean approves Application, Dean and Faculty member complete Half-Time Work Agreement.  |
| March 15    | Application and Half-Time Work Agreement are forwarded to Faculty Affairs.  |
|             | Faculty Affairs confirms eligibility with Human Resources. <ul style="list-style-type: none"> <li>• Have at least five years of full-time service at UNCSA;</li> <li>• Are age 62 or older for members of the Teachers' and State Employees' Retirement System ("TSERS") or 59 ½ or older for participants in the University of North Carolina Optional Retirement Program (the "ORP"); and</li> <li>• Are eligible to receive retirement benefits through either TSERS or the ORP, as applicable.</li> </ul> |
|             | Faculty Affairs forwards to Provost for approval.   |
|             | Faculty Affairs sends signed copies of Application and Work Agreement to Faculty member, Dean and Human Resources. Originals retained in Office of Faculty Affairs. Copy to Faculty member will be sent via registered mail.  |
|             | Beginning with date of receipt of signed Application and Work Agreement, Faculty member has 45 days to return the signed and notarized General Release to Office of Faculty Affairs.  |
|             | Faculty member has 7- calendar day "Release Revocation" period after submitting General Release.  |
|             | General Release retained in Office of Faculty Affairs.  |