



Application for Phased Retirement

We recommend filling out the form electronically as the fields are expandable and offer more room for information.

Procedures

- 1) Review the [Phased Retirement policy](#) for specific information about KU's version of the Kansas Board of Regents Phased Retirement program.
- 2) Complete this application and forward to your supervisor/department chair/unit director.
- 3) Upon review, the supervisor/department chair/unit director will determine if the request can be supported. If supported, it will be endorsed and sent to the dean/vice chancellor for review. If the application cannot be supported at any level, notification from the appropriate signatory authority should be provided in writing to the employee.
- 4) The dean/vice chancellor's office forwards all supported applications to the Office of the Provost by emailing the application materials to ImageNowMail_FacDev@ku.edu including the applicant's Employee ID in the subject of the email message.
- 5) The Vice Provost for Faculty Development will render a final decision in regard to the request for Phased Retirement. If approved, a Phased Retirement Agreement will be sent to the applicant for signature. If the application is denied, notification will be sent to the employee with notification to the supervisor/department chair/unit director/dean/vice chancellor.

Employee Information

Full Name: _____

Last
First
M.I.

Address: _____

Street Address
Apartment/Unit #

City
State
ZIP Code

Employee ID # _____ Department/Unit: _____

- 12 Month Faculty Appointment
 9 Month Faculty Appointment
 Unclassified Academic/Professional Staff

Phased Retirement FTE Requested
 (min 25%; max 50%)* _____

Phased Retirement Contract Length
 Requested (max 3 years)* _____

Phased Retirement Start Date: _____

Staff: Beginning of Pay Period
Faculty: Beginning of Fall or Spring semester

*Must be the 2nd day of the month
or later to ensure state health
insurance coverage through the
end of the month*

Phased Retirement End Date:

**NOTE: The FTE and contract length may not be increased after the agreement has been signed by all parties*

Current Allocation of Effort and Responsibilities

Outline your current job duties, or attach a current job description, describing the percentage of effort and activities performed. If teaching, include the number of courses taught each semester, research projects, and service activities. *For Faculty: Provide the current allocation for Teaching, Research, and Service.*

Phased Retirement FTE and Responsibilities

Outline your phased retirement job duties if they differ from your current position.

For **faculty positions**, indicate teaching, research and service commitments and level of effort (including percentages) per semester through the phased retirement years requested. You do not need to specify each semester's worth of duties if the duties do not change from semester to semester. *Reduced responsibilities must equal 25-50% of the original FTE as divided between Teaching, Research, and Service, with each area having at least 5%. (See faculty example below)*

For **staff positions**, indicate percentages for each primary area of responsibility through the phased retirement years requested. *Reduced responsibilities must equal 100%. (See staff example below)*

Employee Signature

Employee Signature: _____ Date: _____

**Phased Retirement Application Review and Endorsements
Supervisor or Department Chair Review**

I have reviewed this Phased Retirement plan. By my signature below, I indicate my endorsement of the plan and that:

- 1. It will not interfere with the ability of the unit to meet its obligations.
- 2. The activities specified are appropriate for the level of effort.
- 3. The unit, as well as the employee, will benefit from the Phased Retirement.
- 4. If the position is grant funded, approval from the Office of Research must be secured and attached to the application.

Signature: _____ Date: _____

Print Name: _____

**Phased Retirement Application Review and Endorsements
Dean, Vice Provost or University Director Review**

I have reviewed this Phased Retirement plan. By my signature below, I indicate my endorsement of the plan and that:

- 1. It will not interfere with the ability of the unit to meet its obligations.
- 2. The activities specified are appropriate for the level of effort.
- 3. The unit, as well as the employee, will benefit from the Phased Retirement.
- 4. If the position is grant funded, approval from the Office of Research must be secured and attached to the application.

Signature: _____ Date: _____

Print Name: _____

Last Steps

- Forward completed application to: ImageNowMail_FacDev@ku.edu
- Enter the employee ID of the applicant in the subject of the email message.
- Approved applicants will receive a Phased Retirement Agreement that formalizes the terms outlined in this application for notarized signature.

Examples

Example 1

FACULTY SAMPLE: Plan for .50 FTE each semester:

Reduced responsibilities must equal 25-50% of the original FTE as divided between Teaching, Research, and Service, with each area having at least 5%.

Year 1

Fall Semester Allocation of Effort and Description of Plan:

Teaching/advising FTE: 40%; Research FTE: 5%; Service FTE: 5%.

Description of Duties: Teaching: I will teach two courses, one required undergraduate course and a graduate seminar. I will also continue to advise graduate students, serve on committees, etc. Research: I will revise a completed manuscript and prepare for my presentations at a national conference. Service: My service effort will include participation in faculty meetings, service on department committees, and my ongoing professional service on a journal editorial board and to my professional organizations.

Spring Semester Allocation of Effort and Description of Plan:

Teaching/advising FTE: 5%; Research FTE: 40%; Service FTE: 5%

Description of Duties: Teaching: I will work one-on-one with graduate students on independent studies, dissertations, etc., and serve on graduate student examination and dissertation committees. Research: The majority of my time in the spring semesters will be devoted to my ongoing research project on XXXX, including collection of new data, data analysis, and preparation of manuscripts. Service: My service in the spring semesters will be similar to my service in the fall semesters.

Example 2

STAFF SAMPLE: Plan for .50 FTE each year:

Reduced responsibilities must equal 100% of the reduced FTE.

Year 1

Allocation of Effort and Description of Plan:

- **60%** Curation of mammal specimens, exchanging specimens with other research institutions, and other curatorial duties.
- **30%** Continued research on mammalian reproduction
- **10%** Editing of the *Mammals of South America* journal, attending departmental meetings, and other duties as assigned.