



DePaul University

Phased Retirement Program for Eligible, Full Time Tenured Faculty

This document outlines a voluntary phased retirement program for full-time, tenured faculty. This program is an additional option to the university's other programs and does not replace or amend any existing retirement plan. Entry into the program is voluntary. While it will not meet the needs of all faculty members, the program is intended to assist in the transition from full-time teaching and academic duties to retirement. From the university's perspective, the program will allow the addition of new full-time faculty positions, while the university continues to benefit from the knowledge of more experienced teachers/scholars.

Eligibility

In order to participate in the Program, a full time faculty member must meet the following eligibility requirements as of the participation date (July 1 of the year in which the faculty member enters the Program):

- a. Be tenured
- b. Have reached the age of 55 with 20 years of service, or have reached the age of 62 with 10 years of service

Tenured faculty members whose primary or sole appointment is administrative are not eligible for the Program. If a tenured faculty member who meets the age/service requirements and holds an administrative appointment (such as associate dean, departmental chair, program director, etc.,) wishes to participate in the Program, that faculty member would have to step down from that administrative appointment prior to applying for the Program.

Availability of Positions in the Program

The total number of positions available in the university each academic year will be approximately 5% of all full-time faculty positions (including tenured, tenure-line, and term). The exact number of positions available will vary from college to college. Each Dean, with the approval of the Provost, has the flexibility to determine the final number of positions available within the department, college or school. The available phased retirement positions will be recalculated annually, at the beginning of the academic year.

Tenure and Time Period of Program

There is a three-year limit for program participation. This time period may be shorter if proposed by the faculty member, agreed to by the Dean, and approved by the Provost. There is no revocation period. Once a faculty enters the Program, he or she is committed to fully retiring no later than three years from the participation date.

Guidelines Concerning Duties, Responsibilities, and Salary Level

Upon entering the Program, a faculty member's workload will be adjusted according to the relevant schedule below:

i. **Academic Year (Autumn, Winter, Spring) 10-Month Contract**

Upon entering the Program, the faculty member's workload will be reduced to 66.67% for the first and second year of participation. During the third year of participation, the faculty member's workload will be reduced to 33.3%.

ii. **College of Law Academic Year (Fall Semester, Spring Semester)**

College of Law faculty entering the Program will have their workload reduced to 50% and will remain at 50% for all three years of participation.

iii. **Fiscal Year (Summer, Autumn, Winter, Spring) 12-Month Contract**

School for New Learning faculty, and other faculty holding 12-month contracts, will have their workload reduced to 75% for the first and second year of participation. During the third year of participation, the faculty member's workload will be reduced to 50%.

The usual procedures for determining faculty assignments and time allocation will continue to apply to faculty participating in the Program, for example, course assignments and course scheduling.

There will be some variation among units in terms of the number of quarters per year that faculty are expected to be in residence. This will be determined based on the needs of the academic program.

There will be no expectations of scholarly or creative activities from the faculty member.

At the discretion of the Dean, a participating faculty member may fulfill service requirements, such as committee assignments, if said service is desired by the faculty member and negotiated prior to entering the Program. Committee assignments are not guaranteed and are contingent on the faculty member's reduced workload not impacting their effectiveness in terms of presence or contribution.

Participation in the Program precludes full-time employment elsewhere.

Participating faculty are not eligible for the competitive research leave program.

The annual base salary upon entry in the Program will be proportionate to the reduced workload. For the purposes of the Program, the term "annual base salary" refers to the total base salary that a faculty member receives for ordinary faculty service during the academic year (Autumn, Winter and Spring Quarters or Fall Semester and Spring Semester if College of Law) or fiscal year (Summer, Autumn, Winter and Spring Quarters for those faculty in the School for New Learning or others holding a 12-month contract (July – June) and does not include any salary supplement for administrative service at the University, any additional pay for services,

any salary amounts supported by external funding, any benefits payments, any payments representing the value of any benefit, or any other form of compensation.

Office Space and Support Services

Each unit will provide office space, possibly on a shared basis, and support services.

Benefits

Faculty participating in the Program will continue to be eligible for the same benefit program provided to all other full-time faculty of the university. Benefits that are based on the annual base salary levels will be provided based on the salary proportionate to the reduced workload. Participating faculty may access their DePaul pension benefits, subject to any tax penalties required by law.

Upon full retirement, a participating faculty member also will be eligible for all the regular benefits extended to University faculty retirees, subject to the terms of the University's benefit plans and programs as defined at the participation date.

The Office of Human Resources will assist faculty in determining potential effects of reduced salary on social security benefits and pension accumulations, prior to the decision to enter the Program.

Emeritus Status

Participation in the Program does not preclude or interfere with the potential status of Professor Emeritus. Participation in the Program allows (post-retirement) part-time teaching for the faculty member, if offered by the Dean.

PROGRAM PARTICIPATION

Academic Affairs will send out annual notice of eligibility. Prior to applying, an eligible faculty member should consult with their departmental chair and/or academic deans to determine the impact participation may have on programmatic needs of the academic unit, as well as the Office of Human Resources to fully understand the financial impact.

Applications will be received by Academic Affairs every year between March 1st and April 30th. Faculty approved to participate in the Program will be notified no later than May 31st. The effective participation date will be July 1 of the year the faculty member enters the Program.

PROGRAM DURATION, ADMINISTRATION AND AMENDMENTS TO THE PROGRAM

The University reserves the right to make changes in or to discontinue the Program at any time, and faculty members should not expect the Program to last indefinitely. Any such change or discontinuance will not affect the terms or effectiveness of a retirement agreement that has been executed previously by a faculty member with the University pursuant to the Program. The Provost shall be responsible for administering the Program and shall have final authority over the Program. The Provost's interpretation of the Program's terms shall be final. No exception to the Program is permitted without the express approval of the Provost.