

TRANSITION TO RETIREMENT PROGRAM

PURPOSE OF THE PROGRAM: To provide a voluntary opportunity for tenured faculty to transition to retirement by working at 50 percent effort per year for periods from one to three years.

ELIGIBILITY: Any full-time tenured faculty member who is 62 years of age or older and who has a minimum of 10 years of service with Temple University may elect to participate in the Kornberg School of Dentistry's Transition to Retirement Program.

APPLICATION AND APPROVAL PROCESS: Each year, eligible faculty will be able to request to participate in the Transition to Retirement Program by completing an election form and submitting the form to their immediate supervisor, who in most cases will be their department chair.

The department chair must make a recommendation as to the department's ability to fulfill its obligations to the academic and clinical programs during the proposed transition. This recommendation must include plans to adjust the workload of other faculty or hire additional part-time faculty to fulfill the responsibilities of the transitioning faculty during times when he/she are not working in the school. The department chair then submits the request and recommendation to the Senior Associate Dean for Faculty Affairs who submits the request to the dean. (In cases where the faculty has an administrative appointment reporting to the dean, the application will be submitted directly to the dean.)

if approved by the dean, the school will notify the vice-provost for faculty affairs and also forward the election form to Human Resources. Upon receipt of an approved election form, the Human Resources Department will schedule a time to meet with the faculty member and have the faculty member sign an agreement outlining the terms and conditions of the program.

Once signed, the faculty member will have 7 days to revoke the agreement. Thereafter, the agreement will be irrevocable, and the faculty member will be required to retire as per the date reflected in the agreement. Exceptions will not be made for any reason.

Acceptance of a faculty member's request to participate in the Transition to Retirement Program is at the sole discretion of the school, based on departmental and school needs, to ensure that every department within the school has the ability to meet clinical and academic needs. A decision to deny the faculty member's request is not subject to any dispute resolution process. Such decisions will be communicated in writing to the faculty member, including the reason for the decision. A faculty member not approved for participation for a given transition period may reapply the following year.

PROGRAM OPTIONS: The Transition to Retirement program offers the following two options:

- Reduction of effort to 50% across the transition period, working 5 half-days per week. Faculty selecting this option may choose transition period lengths of one to three years.
- Reduction of work to six months per year at 100% effort. Faculty selecting this option may choose transition period lengths of one to three years.

PROGRAM TERMS AND APPLICATION DEADLINES: The commencement of any term of the transition to retirement period may be on either January 1 or July 1 of a given year.

Deadlines for submission of the election form to the dean are as follows:

- For transition to retirement periods to begin on January 1, the deadline for submission is June 15 of the prior calendar year.
- For transition to retirement periods to begin on July 1: the deadline for submission is December 15 of the prior calendar year.

Requests that are submitted after these deadlines may still be considered for approval providing coverage of lost workload can be arranged by the start of the transition period, as determined by the immediate supervisor, department chair and the dean.

TRANSITION PERIOD: The Dean or his/her designee will be responsible for assigning the faculty member's duties and these will be both reasonable and fair and reflect the reduction in effort or time chosen. As part of the assignment of duties, the department chair or the dean will have discretion over the faculty member's continued participation on committees. Although a faculty member may request the terms of a reduction in duties, the department chair, in consultation with the dean, will make the final determination based on student/faculty scheduling needs and/or the need for clinical activities.

The faculty member will receive 50% of his/her salary during this time period, spread out over 12 months, regardless of which reduction-in-work option is chosen. All benefits will continue during this transition period; any benefit that is salary based will be based on the adjusted salary. A faculty member participating in this transition program will be eligible to receive annual increases, including merit, commensurate with job performance. Standard performance metrics will reflect the percentage effort or the portion of the calendar year worked by the faculty member. For faculty members participating in this program, 10 days of vacation time will be permitted each year they are enrolled in the program.

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