

(Example)

TO: The Provost and Senior Vice President

FROM:

I propose to retire voluntarily on the date shown below with the understanding that I will have the option of continuing to teach in accord with existing university policy.

The following conditions are acceptable to me:

1. Retirement and relinquishment of tenure will become effective on ____ (date) ____.
2. Teaching for less than one-half time for each long semester, which shall be defined as not more than six semester hours of regular lecture credit type instruction or the equivalent thereof; the equivalent may be doubled if I choose only one semester per year for employment.
3. Compensation for FY _____ shall be for _____ percent time for _____ semester(s), for a total of \$ _____.
4. The option of teaching on a part-time basis may be continued for _____ consecutive academic years depending upon satisfactory teaching performances and needs of the unit. The exercise of this option will be made annually by May 1 for the succeeding year.

I understand that there must be at least one full calendar month break in service between my retirement and any subsequent employment after retirement. TRS retirees should contact TRS before working more than half-time.

Approval Recommended:

Concurrence:
