RIT Faculty Retirement Transition Program - Special Provisions to Accommodate Conversion to Semesters for Academic Years 2011-2012 and 2012-2013

A. Applies to all regular full-time faculty members and senior lecturers who meet RIT’s retirement eligibility criteria and enter the Faculty Retirement Transition Program in either academic year 2011-2012 or academic year 2012-2013.

B. Due to the conversion from quarters to semesters, the following provisions will apply to faculty members who began retirement transition in academic year 2011-2012 or will begin retirement transition in academic year 2012-2013. These provisions do not apply to faculty members entering the retirement transition at any other time and will not be available after May 29, 2012.

C. This special provision applies only to faculty members with 9.5-month contracts.

D. Participation in the RIT Faculty Retirement Transition Program under these special provisions is not an entitlement. Requests to begin retirement transition under these special provisions will be approved or denied based on department need and available resources.

E. Compensation for those faculty members beginning retirement transition in academic year 2011-2012 will follow the current schedule for years one and two. For year three, they will receive 2/3 of their annual salary for working at least 50% of the annual workload as defined by the college in academic year 2013-2014.

F. Compensation for those faculty members beginning retirement transition in academic year 2012-2013 will follow the current schedule for year one. For years two and three, they will receive 2/3 of their annual salary for working at least 50% of the annual workload as defined by the college in each of academic years 2013-2014 and 2014-2015.

G. Faculty should apply to enter the retirement transition program as per the process outlined below. Deadline for applying to the program for fall 2012 is Tuesday, May 29, 2012. Faculty will be notified by Friday, June 29, 2012, if they are approved to enter the program by a letter from the dean accompanied by a signed copy of the Faculty Retirement Transition Agreement. Decisions on approving faculty to enter the program shall be at the sole discretion of RIT.

1. Prior to beginning the retirement transition program, a Faculty Retirement Transition Agreement (FRTA) must be completed. The faculty member must sign the form and the department head, dean, provost and a representative of Human Resources must approve the agreement. The agreement must include the following:

   a. Start and end dates of the transition period.
b. Projected annual workload assignments for the duration of the transition period.

c. Overall plan of work and expectations for the transition period.

d. A statement of compliance with university compensation and benefits plans.

2. In considering proposals, department heads are responsible for ensuring that all classes normally taught by the faculty member are covered during the transition period and deans are responsible for financial oversight of this program. No additional funds are available for hiring adjuncts or other personnel. Deans may establish a cap on the number of requests accepted by a department. If a cap is established and exceeded, acceptance into the program will be based department need, available resources, and on length of service (longest service first). Once approved to begin retirement transition, the faculty member will work with his or her department head to develop a specific annual plan of work for each year of the transition period to support the agreed-upon projected annual workload assignment leading to the specified retirement date.

3. Transition plans of work must be reviewed by the college dean. The college dean may approve, disapprove or alter the terms of the transition plan of work. If a transition plan of work is disapproved or altered, the faculty participant and the department head will work together to develop a mutually agreeable alternative written plan of work. If no agreement is reached, the faculty member may appeal the dean’s decision to the provost. The provost’s decision is final.

4. Transition plans of work must be reviewed by the Human Resources Department to ensure compliance with university compensation and benefit plans. If issues are identified, the dean, department head, faculty member and the appropriate human resources services manager will work to resolve identified issues. Transition plans of work are not final until such review has taken place and been acknowledged in writing on the FRTA.

5. Faculty participants holding joint appointments must receive approval of their transition plan from the appropriate department heads and deans.

H. Participation in the retirement transition program is finalized by a signed FRTA between the university and the individual. The signed agreement is irrevocable.

I. At the end of the retirement transition period, the faculty member shall retire. A tenure-track faculty member may be considered for emeritus status.