

Phased Retirement Program Application Form

{Return completed form to the Office of the Dean}

To be eligible for the voluntary Phased Retirement Program (the "Program"), a faculty member must at the time of making application be employed as a regular full-time faculty or administrative faculty member at Nova Southeastern University. Further, as of January 15, he/she must: (a) hold a continuing contract track or continuing contract appointment, or in the College of Law College a vested contract, tenure track or tenured appointment, (b) be at least 55 years of age and (c) have at least ten years of NSU full-time service.

Name (please print or type)

Department

College

My signature below certifies:

1. I am voluntarily applying for the Program. I am not aware of and have not been informed of any actual or potential negative consequences if I do not elect to participate. If I do elect to participate, I have not been offered or promised any advantages other than those specifically described in the Phased Retirement Program Description.
2. I have read the Phased Retirement Program Description and agree to all its provisions.
3. I have consulted with the college Dean concerning this application and the work expectations during the phased retirement period. A description of my anticipated workload is attached to this form. The college Dean will determine the course and other workload assignment for each semester during phased retirement.
4. I have consulted with the University's Office of Human Resources concerning my benefits during phased retirement and after final retirement.
5. I am seeking a phased retirement period of ___ one year (Academic Year 20__ - __) or ___ two year (Academic Years 20__ - __) {please select one}.
6. If accepted into the Program, I will retire from the University after Winter Semester _____ (specify year). I understand that I may retire earlier, but I may not delay retirement. I further understand and agree that I must successfully complete all faculty responsibilities for the winter semester of the final year of phased retirement before my retirement may become effective.
7. If I choose to retire earlier than described in my application, I will make such request in writing to my Dean and to the Provost by September 1st of my intended final year of phased retirement. Requests will be subject to the Dean's and Provost's approval based on institutional needs.

Faculty Signature: _____

Date: _____

Campus Phone: _____

Email: _____

The below information is to be completed by the University Administration

Received in the Office of the Dean on (insert date): _____

Recommended by Dean: _____ **Date:** _____

Recommended by Provost: _____ **Date:** _____

Approved by President/CEO: _____ **Date:** _____