

Phased Retirement Option

TO: _____
(Chair, if applicable)

(Dean)

FROM: _____
(Professor)

DATE: _____

SUBJECT: Phased Retirement Option

After considering the phased retirement option, I am communicating my desire to participate in this program beginning with the 20____ - 20____ academic year. Attached is a plan for my 50% workload assignment and responsibilities.

I will officially retire from the University by the end of the the 20 ____ - 20 ____ academic year.

If you have any further questions regarding my proposed teaching, research and service contributions, I would be glad to meet with you.

Professor

Date

Chair, if applicable

Date

Dean

Date

Vice Provost

Date