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## FACULTY Phased Retirement - Regulations & Procedures

The **Phased Retirement Program** is designed to provide an opportunity for eligible full-time faculty to make an orderly transition to retirement through part-time service. It is entirely voluntary and will be implemented by written agreement between faculty employees and the University. The Program is ongoing, but may be eliminated at any time by the University. In addition, revisions to the College of Engineering (COE) policy may be made at any time at the discretion of the Dean of Engineering.

The Phased Retirement Program is available to all full-time faculty employees who have completed fifteen (15) years of full-time service at the University of Kentucky and who are age sixty (60) or older by the commencement of their phased retirement. Individuals who have already taken regular retirement are not eligible for phased retirement under this program.

The Phased Retirement Program does NOT create an absolute right of the employee to a phased retirement. Phased retirement appointments must be requested by the eligible employee but shall be granted only when such appointments are in the best interest of the University.

Effective July 1, 2013, phased retirements for College of Engineering faculty shall not exceed three (3) years in duration. The \*Dean of the College of Engineering will consult with the appropriate Department Chair to decide if phased retirement should be awarded and, if so, what duration is in the best interest of the faculty, department and college.

### **Procedure:**

1. Employee contacts department chair regarding phased retirement.
2. Employee verifies with a retirement officer in the Employee Benefits Office that they are eligible for phased retirement.
3. Employee provides the department chair with a completed "Agreement for Faculty Phased Retirement Form" <http://www.uky.edu/hr/benefits/forms/faculty-phased-retirement-agreement>
4. The Department Chair submits the signed request for phased retirement to the Dean's Office.
5. If approved, the Associate Dean for Faculty Affairs and Facilities (ADFAF), who has signature authority for the Dean on all faculty matters, signs the form which is then forwarded to the Provost. The Provost has final approval authority and reports approved actions to the Board of Trustees.
6. Once the request is approved by the Provost, the Dean's office informs the department chair and faculty member with copy to College Business Office and Department Business Office.
7. The employee will work with their department chair and department business officer to ensure the payroll assignment reflects the phased retirement agreement.

Requests should be made with as much lead time as possible; the formal request should be submitted six months in advance of the start date, if possible. See AR 3:2

<https://www.uky.edu/regq/sites/www.uky.edu/regq/files/files/ar/AR%203-2.pdf>

*\*effective 07/15/2019, at the COE Dean's request and with the support of the Associate Provost for Faculty Advancement, primary signature authority for all faculty affair activities in the COE was given to the Associate Dean for Faculty Affairs and Facilities (ADFAF).*

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see blue.

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