



University of Dallas

Human Resources

Tenured Faculty Phased Retirement Policy

POLICY HR-TFPR

Responsible Office:
Human Resources
Responsible Officer:
Chief Human Resources Officer
Approved by: President
Issued: April 2, 2024
Revised:

1. PURPOSE

This policy provides a phased retirement program for University of Dallas tenured faculty members to assist in the transition from full-time employment to retirement. The completion of the phased retirement program fully severs the regular employment and tenured relationship between the University and the faculty member, but does not preclude eligibility for the designation of emeritus. The phased retirement program does not preclude other means of retirement for a full-time faculty member that could also fully sever the regular employment and tenured relationship between the University and the faculty member.

2. SCOPE

- 2.1. This policy is intended for all full-time University of Dallas regular tenured faculty members on the Irving and Rome campuses that meet the eligibility requirements specified in section 4 of this policy.
- 2.2. The effective date for this program is April 2, 2024.

3. DEFINITIONS

- 3.1. "Retirement" means the intentional termination of the regular employment relationship including any tenure status signaling the end of the full-time teaching career at the University of Dallas.
- 3.2. "Tenured Faculty Member" means those members of the regular full-time faculty who have been awarded the designation of "tenured" according to the policies and procedures adopted by the University and by appointment of the University's President. The designation of tenured as well as the process for pursuing that designation are defined in the University's Faculty Handbook.
- 3.3. "Emeritus" means an honorary designation bestowed on a retired faculty member according to the procedure defined in the Faculty Handbook and having certain privileges defined therein. Emeritus status is not an entitlement bestowed automatically for retirement.
- 3.4. "Phase-out" means the period of time during which the faculty member is employed at a reduced responsibility and compensation rate in anticipation of retirement (also referred to as the "transition-to-retirement", "phasing period", "transitional period", "program period" or "phasing"). The phase-out period begins and ends according to the terms of the signed phased retirement agreement.

4. ELIGIBILITY

- 4.1 **Tenure status** - The faculty member must hold a tenured faculty status at the University as defined within the Faculty Handbook.
- 4.2 **Years of Service** - The faculty member must have completed no less than ten (10) years of continuous full-time employment with the University prior and up to the date of application for phased retirement.
- 4.3 **Age Limit** - The faculty member must be at least 61 years of age at the time of application to the phased retirement program.
- 4.4 **Good Standing** - The faculty member must be in good employment standing, having no pending complaints or investigations relative to violations of employment or other University policies as defined in the Faculty Handbook or Employee Handbook or as published otherwise by the University, at the time of application for phased retirement. Good standing must be maintained throughout the period of phased retirement.
- 4.5 **Application & Agreement to Surrender** - The faculty member must make timely application in the manner dictated by the current application instructions. The faculty member must commit to an affirmative agreement to separate from regular employment and surrender all rights and responsibilities of tenure status at the completion of the program.

5. PROGRAM SPECIFICATIONS

- 5.1 **Application** - Participation requires formal application to the program. The application shall be made through the Office of the Provost. Applications will be accepted August 15 through October 30 of the year preceding the Fall semester for which the phased retirement will begin. Applications will be reviewed when submitted, and all approvals will be made no later than November 30.
- 5.2 **Participation Limit** - The program shall admit no more than four (4) participants in any year for a maximum of eight (8) total participants in the program at any time. The University at its discretion may further limit or expand the number of participation opportunities in the program due to financial constraints or other relevant exigencies.
- 5.3 **Duration** - The transition-to-retirement phasing is a one (1) year program. If the department chair, dean, provost, and faculty member agree, the transition phasing may be extended to two (2) years if agreed upon by November 30 of the first year. At no time shall the phase period extend beyond two years.
- 5.4 **Selection** - Selection and acceptance into the program will be determined based on (1) faculty member eligibility; (2) number of faculty members applying for a particular time period; (3) seniority in service years and rank; (4) department's teaching needs and ability to replace the faculty member during that particular time period - typically, no more than one faculty member from a department, or discipline for a school with no departments, will be selected in a single year; (5) a particular situation of the faculty member necessitating an acceleration to retirement, and (6) the University's financial standing.

The Provost shall develop a consultative process to review applications and shall make a recommendation to the President, who shall make the decision regarding selection.

- 5.5 **Duties** - During the transitional phasing period, the balance of duties shall shift in emphasis from teaching to scholarly and service duties. Your scholarly and service expectation will be determined collaboratively between you and your dean and will be proportional to a 75% full time equivalent (FTE) designation during the phasing period. For individuals on the one-year phase-out, the annual teaching requirement shall be 3 courses (approximately 9 credit hours). For individuals who are awarded a second year in the phase-out program, the FTE designation will remain 75% and the teaching load shall be 3 courses (approximately 9 credit hours). The form of the scholarly and service expectations shall be determined collaboratively between the faculty member and the appropriate dean, and shall be proportional to the percentage of the full pay designated while incorporating a phasing out of on-campus responsibilities and expectations over the period of the program.
- 5.6 **Compensation** - During the transitional period, the faculty member's annual salary shall be three-quarters (75%) of the faculty member's annual base salary at the time of application to the program. The faculty member shall remain eligible for all employee benefits enjoyed by full-time regular faculty. During the program, the faculty member may accept no other appointments or be paid any other additional stipend (e.g., no overloads, administrative stipends, honoraria, etc.) from the University of Dallas. There shall be no other additional compensation paid to the faculty member, including no "buy-out" or other form of financial release from the University. Outside employment during the phased retirement period cannot exceed the equivalent of one day a week.
- 5.7 **Employment Agreement** -The faculty member and the University shall execute a single irrevocable agreement at the time of acceptance into the program for the one-year term of the agreement. If a second year is granted during the first year, the agreement shall be amended accordingly. There shall be no other faculty contracts or appointments made during the transitional phase-out period. In addition to the standard agreements for terms and conditions of employment, the agreement shall contain an explicit release of all tenure rights and responsibilities as well as any expectation or right to continued appointment to the faculty at the end of the program period. During the phase-out period, the faculty member shall retain all rights and responsibilities of a tenured faculty member and shall with exception of the specific terms of the agreement be subject to all requirements and privileges defined in the Faculty Handbook for a tenured member of the faculty.

6. RIGHT TO AMEND

The University reserves the right to amend or terminate the retirement program at any time based on its financial or other considerations. The University shall honor the terms of the agreements held with faculty members at the time of amendment or termination.

7. POST-RETIREMENT EMPLOYMENT

Following retirement, should there be a need on the part of the University and a willingness on the part of the retiree, occasional part-time adjunct or other non-benefits eligible temporary arrangements may be contracted

between the two parties. Except in extraordinary circumstances, the retiree will not be eligible for full-time regular employment with the University, and in no circumstance will be eligible to regain a tenured faculty status.

8. EQUAL EMPLOYMENT

The phased retirement program is a term and condition of employment; as such, it is subject to all of the rights, duties, and responsibilities defined by the University's policy on equal employment. The provisions and requirements of that policy are incorporated herein and are applicable to all aspects of access, selection, and conduct of the phased retirement program.

9. RESPONSIBILITIES

Faculty Member	Submit application for Phased Retirement to the Provost's Office within specified application period.
Provost Office	Review application and notify faculty member of decision to approve or deny. Issue contract to a faculty member whose application was approved.
Office of Human Resources	Process new employment terms for faculty member during phase-out year(s).
Office of General Counsel	Monitor compliance with policy, in conjunction with the Provost Office.

10. POLICY ENFORCEMENT

Enforcement	The Office of the General Counsel, in concert with the Provost Office and the Office of Human Resources, will advise regarding appropriate enforcement action in accordance with University policy.
Reporting Violations	Report suspected violations of this policy to the Office of Human Resources.

11. RELATED DOCUMENTS

Policy or Document	Web Address
Faculty Handbook	https://udallas.edu/about/university-policies/index.php

12. CONTACTS

Subject	Office or Position	Telephone Number	Office Email or URL
Policy Clarification	Office of General Counsel	(972) 721-5363	hlachenauer@udallas.edu
Web Address for this Policy		https://udallas.edu/about/university-policies/index.php	