

(Date)

TO: (Faculty Member)

FROM: (Chairperson) Chair, Department of (department)

RE: Faculty Memorandum of Understanding About Step-Down Retirement/Voluntary Separation

Agreement in Academic Year(s) 20\_\_/ \_\_

Dear (Faculty Member),

As you have indicated a desire to pursue a plan to step down to retirement or voluntary separation, I have discussed your desire and the plan we discussed with (Dean), Dean of the School of (Division) and Paul Haught, Vice Provost for Faculty, Graduate and Professional Education. Both support the plan you and I discussed, and that I outline below.

During academic year(s) 20\_\_/ \_\_ (expectations for reduced effort year(s))

- You will teach (number) total classes for the academic year, instead of your typical (number).
- You will likely teach (number) classes in Fall 20\_\_ and (number) classes in Spring 20\_\_. These will be some combination of (courses).
- Your salary will be reduced by (% of effort reduced), but you will retain benefits the same as all full-time employees.
- You will continue all non-teaching requirements of your current position, such as attending faculty meetings.
- You understand that during this period, you will not be eligible for sabbatical or other faculty development programs that involve a stipend or course release.
- You understand the election to participate in this step down agreement is voluntary and irrevocable.

You agree to retire or voluntarily separate from service following your step-down. Your separation will be effective with the date of the end of your contract, (date).

Please sign below to indicate your understanding and agreement with these stipulations.

A copy of this memorandum of understanding shall be attached to the [Voluntary Resignation/Retirement TDX form](#) which will serve as official notification of your transition to retirement.

\_\_\_\_\_  
Faculty member signature                      Date

\_\_\_\_\_  
Chairperson signature                      Date

\_\_\_\_\_  
Dean signature                      Date