



## **APPLICATION PROCEDURES**

The Antioch University Phased Retirement Program (the “Program”) is designed to provide an opportunity for core faculty members to make an orderly transition to retirement through half-time (or equivalent) service. The goals of the program are to promote the development of the core faculty in order to assure institutional viability and to provide additional flexibility to participants who are nearing retirement. Specific details of the Program are specified in the *Antioch University Phased Retirement Program* document (approved by the Board of Governors in June, 2009).

An application must be made using the *AUNE Phased Retirement Program Application Form* during the application period of January 1 through February 15 in order to begin participating in the program at the start of the next academic year. The application is subject to the approval of the vice president for academic affairs, with final approval by the president. Procedures for consideration of an application will be as follows.

1. The faculty member submits the application (*AUNE Phased Retirement Program Application Form*) to their department chair during the application period. Within seven (7) days of receipt of the application, the department chair forwards the application to the vice president for academic affairs having completed section D recommending either approval or denial, with stated reasons for the recommendation. At the time the application is forwarded to the VPAA, the chair notifies the applicant of the recommendation made.
2. Within seven (7) days of receipt, the vice president for academic affairs reviews the application and indicates either approval or denial in section E, with stated reasons for the decision. At the end of this seven days period the VPAA informs the applicant of her/his decision and forwards the application to the president.
3. If the vice president for academic affairs approves the application, it is subject to final approval by the president. The president must notify the applicant of his/her decision within seven (7) days of receipt of the application. In the case in which the VPAA denies the application, that denial is final.
4. If the application to enter the Phased Retirement Program is approved by the president, a written “work plan,” which defines the nature of the faculty member’s half-time work load, must be developed and agreed to by the faculty member and vice president for academic affairs within 14 days of the president’s approval. This work plan must be specified on the *AUNE Phased Retirement Work Plan Form*.
5. Once the faculty member’s application is approved by the president and a “work plan,” is agreed to, the final decision to enter or not enter the program rests with the faculty member. The final decision by the faculty member to enter the program is made by signing the *Antioch University Phased Retirement Agreement*. It must be signed within 30 days of the date on which the work plan is signed by the faculty applicant and the VPAA or the campus president has the right to cancel the agreement.