

**APPLICATION DUE DATE: DECEMBER 1<sup>st</sup> TO ACADEMIC DEPARTMENT HEADS**

Name \_\_\_\_\_

Application Date \_\_\_\_\_ Department \_\_\_\_\_

Initial Semester Requested for Transitional Retirement to Begin (Fall/Spring, Year) \_\_\_\_\_

Instruction Plan for Transitional Year (Credit hours not to exceed total of 12 for two semesters):

\_\_\_ Course Credit Hours Planned to Teach in Fall Semester

\_\_\_ Course Credit Hours Planned to Teach in Spring Semester

Number of years that applicant is seeking to participate in transitional retirement: \_\_\_\_.

Note: The maximum participation in transitional retirement is three years, and a new application must be submitted each year to be considered. See Section IV (F) of the *Colorado Mesa University Professional Personnel Employment Handbook*.

---

**Recommendation/Comments by Department Head** (due to VPAA by December 10):

\_\_\_ Recommend approval      \_\_\_ Do not recommend approval

Comments:

---

\_\_\_\_\_  
(Department Head) (Date)

---

**Recommendation/Comments by Vice President for Academic Affairs** (due to President by December 15):

\_\_\_ Recommend approval      \_\_\_ Do not recommend approval

Comments:

---

\_\_\_\_\_  
(Vice President) (Date)

---

**Action by President:**

\_\_\_ Approved    \_\_\_ Not Approved

---

\_\_\_\_\_  
(President) (Date)