



APPLICATION FOR TRANSITIONAL RETIREMENT

Transitional Retirement "...may be available for Faculty who retire from the University as Full-time Faculty and then provide services as Part-time Faculty...There is no guarantee of transitional retirement, or continued employment, reemployment or tenure to those offered Part-time employment under a transitional retirement scheme " (PPEH, p. IV-3). Procedures for Transitional Retirement consideration: (1) letter stating intent to retire, with retirement date specified sent to the President and VPAA with a copy to HR; (2) upon receipt of retirement acknowledgement letter from the President, Application for Transitional Retirement can be submitted (please append a copy of retirement letter and President's acknowledgement to the Transitional Retirement application). **Submission deadline, applicant to Department Head = December 1 annually.**

Name _____

Application Date _____ Department _____

Initial Semester Requested for Transitional Retirement to Begin (Fall/Spring/Summer, 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

___ Course Credit Hours Planned to Teach in Summer

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 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 _____ Funding Source (org #/description)

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)