

GVSU PHASED RETIREMENT REQUEST (FACULTY)

Name: _____

G Number: _____

Title: _____

College and department: _____

Requested start date of phased retirement: _____

Requested official retirement date: _____

May 5 August 5* December 20 Year: _____

**Only 12-month faculty can retire August 5*

IMPORTANT DATES

- Submit step 2 by **February 15**
- Submit to Provost by **March 1**
- All requests to HR by **April 1**
- Final approval by **May 1**

PROCESS

Step 1: Employee discusses phased retirement with the unit head and Dean of College (or designee).

Step 2: Employee creates detailed workload plan for review including approval from Dean or designee, and attaches it to this request.

- Detail what teaching, service, or scholarship will be doing that is reflective of the FWP (Faculty Workload Plan). This should be detailed by semester and year.

Approved by Dean or designee: _____

Step 3: Budget is reviewed by the Office of the Provost.

Approved by Bonnie Bowen: _____

Step 4: Request and workload plan is approved by the Office of the Provost.

Approved by Ed Aboufadel: _____

Step 5: The Office of the Provost will forward the request form and workload plan to the appropriate HR representative who will create the official phased retirement agreement. The Office of the Provost will copy the Dean or designee.

Step 6: The appropriate HR representative acquires final approval and signatures of official phased retirement agreement.

Step 7: The appropriate HR representative forwards the completed phased agreement to:

- | | |
|---|---|
| <input type="checkbox"/> HR Administration (original) | <input type="checkbox"/> Employee (copy) |
| <input type="checkbox"/> Benefits (copy) | <input type="checkbox"/> Employee's department (copy) |
| <input type="checkbox"/> Budget Office (copy) | <input type="checkbox"/> Office of the Provost (copy) |
| <input type="checkbox"/> Dean's Office (copy) | |

Step 7: HR Administration will confirm processing is complete with the appropriate HR representative.