

Institutional Handbook of Operating Procedures
Policy 05.03.15

Section: Faculty	Responsible Vice President: Executive Vice President and Provost
Subject: Appointments and Rank	Responsible Entity: Provost Administration

I. Title

Phased Retirement for Tenured Faculty

II. Policy

The University of Texas Medical Branch at Galveston (UTMB) may offer tenured faculty, who have met the service requirements for retirement under the Teacher Retirement System or the Optional Retirement Program, the option of retiring and relinquishing their tenure and any endowed positions, then maintaining a part-time appointment for a set period of time in order to “phase” into complete retirement. [Phased Retirement](#) is allowed only after a determination that a continued part-time appointment benefits the individual faculty [retiree](#) and will result in a significant benefit to the University. Appointment to Phased Retirement shall be for a specific period of time not to exceed two academic years. Such appointments will terminate at the expiration of the Phased Retirement period. Existing UTMB policies related to retirement and/or emeritus faculty status apply.

III. Procedures

1. Eligible individuals desiring Phased Retirement must develop a Planned Phased Retirement through discussions with the Department Chair at least one (1) month prior to the desired start date;
2. A proposed written contract for Phased Retirement using the form included as Attachment A will be prepared by the Department Chair and/or Dean;
3. If in the opinion of the Dean, the [Phased Retirement Agreement](#) will result in significant benefit to UTMB, he or she will forward the proposed contract to the Provost with a request for review. If the Provost agrees that the Phased Retirement Agreement will result in significant benefit to UTMB, the Agreement will be submitted to the President for approval;
4. If the Agreement is approved by the President, it will be finalized and submitted to the faculty member for review and approval in accordance with the waiver procedures included as Attachment B;
5. Upon final approval, the contract will remain in effect until complete retirement at the end of the Phased Retirement period, unless the faculty member elects to complete retirement prior to that time;
6. Faculty compensation and benefits during Phased Retirement:
 - a. Salary during the Phased Retirement period will be based on the academic rate at the beginning of the period and determined by the percent time of appointment. Faculty are not eligible for and will not receive any merit salary increases, merit based lump sum payments, or any other salary adjustments not contemplated by the faculty member’s Phased Retirement Agreement;

- b. Receipt of retirement annuity payments in accordance with the Teacher Retirement System election or Optional Retirement Program;
- c. Group insurance and other employee benefits will be available to the extent provided by State law and current UT System policy;
- d. All usual rights and responsibilities of faculty appointments will continue through the term of the Agreement except that the faculty member may not be elected to serve on any committee of the faculty to which members are elected by the faculty. Voting status in the general faculty and the schools is retained, but voting status in the Department will not be retained; and
- e. Removal from UTMB’s payroll for at least 30 days following the effective date of retirement and before commencing service under the post-retirement contract if the faculty member is retiring under the Teacher Retirement System. No comparable requirement exists for faculty members retiring under an Optional Retirement Program.

IV. Relevant Federal and State Statutes

Texas Education Code, Section [51.964](#) – Hiring of Certain Retirees

V. Relevant System Policies and Procedures

Regents’ Rules and Regulations, [Series 30301](#) – Employment of Retirees

VI. Relevant UTMB Policies and Procedures

[IHOP - 05.01.01 - Rights and Responsibilities of Faculty Members](#)

VII. Dates Approved or Amended

<i>Originated: 02/15/2017</i>	
<i>Reviewed with Changes</i>	<i>Reviewed without Changes</i>

VIII. Contact Information

Provost Administration
(409) 772-4779