

ECU Phased Retirement Policy

(approved by UNC President Bowles November 18, 2008)*

In addition to The University of North Carolina Phased Retirement Program policies (amended 9/7/07), the East Carolina University Phased Retirement Policy (PRP) includes the following institutional guidelines for faculty participation in the Program.

(1) Participation caps, by number and/or percentage, by department or school and/or for whole institution

The institutional limit on participation in the Phased Retirement Program will be 10 percent of the tenured faculty. Because in most instances, one-half of the salary of tenured faculty eligible to participate in the program is insufficient to hire a full-time tenure-track replacement, this limitation is necessary to retain a core of tenured and tenure-track faculty. The colleges, the professional schools, and the libraries may permit up to 25 percent of the tenured faculty to participate. Because of program or budget constraints, the individual units may set a lower cap; however, the cap may be no lower than 10 percent of the tenured faculty. Units desiring to limit participation to less than 25 percent of the tenured faculty and the reason(s) for the limitation follow:

The Harriot College of Arts and Sciences will limit participation so as not to exceed 10 percent of the tenured faculty in a department; however, each department may permit one (1) faculty member to participate in cases where 10 percent of the tenured faculty would be less than one (1) individual. To allow greater participation would threaten program quality.

The College of Business will limit participation so as not to exceed 10 percent of the tenured faculty in a department; however, each department may permit one (1) faculty member to participate in cases where 10 percent of the tenured faculty would be less than one (1) individual. To allow greater participation would threaten program quality, particularly at the graduate level.

The College of Education will limit participation so as not to exceed 10 percent of the tenured faculty in a department; however, each department may permit one (1) faculty member to participate in cases where 10 percent of the tenured faculty would be less than one (1) individual. To allow additional participation would compromise program quality and jeopardize accreditation. One-half of the average salary of tenured faculty is inadequate to hire a tenure-track faculty member. Because the pool of potential part-time faculty in eastern North Carolina is very limited, it would be difficult to hire local faculty with the needed expertise.

The College of Health and Human Performance will limit participation to 10 percent of the tenured faculty in the college. Additional participation would compromise program quality.

The College of Engineering and Technology will limit participation so as not to exceed 10 percent of the tenured faculty in a department; however, each department may permit one (1) faculty member to participate in cases where 10 percent of the tenured faculty would be less than one (1) individual.

The Brody School of Medicine will limit participation to 10 percent of the tenured faculty in the

school. To allow greater participation would threaten program quality and jeopardize accreditation.

The School of Music will limit participation so as not to exceed 10 percent of the tenured faculty in a department; however, each department may permit one (1) faculty member to participate in cases where 10 percent of the tenured faculty would be less than one (1) individual. To permit increased participation in the Program would diminish faculty quality and limit the breadth of instruction available to students, substantially weakening the academic quality of the program. One-half of the salary of the average tenured faculty member would be insufficient to hire a full-time replacement. The nature of the field requires specialists in different performing areas. Because the pool of potential part-time faculty in eastern North Carolina is very limited, it would be difficult to hire local faculty with the needed expertise.

The College of Nursing will limit participation to 10 percent of the tenured faculty in the school. To permit greater participation would make it difficult to maintain the clinical sections necessary to continue enrollment in the baccalaureate program at the current level and to maintain a student-faculty ratio of 10:1, as required for accreditation.

The Laupus Health Sciences Library will limit participation to 10 percent of the tenured faculty. Further participation would diminish the Laupus Health Sciences Library's ability to maintain its present level of service.

(2) Standards for denial of participation with reference to financial exigency

Participation in the Program may be limited or denied if the university demonstrates that a bona fide financial exigency exists, as defined in Section 605 A. of the UNC Code. Program participation may be denied to faculty in a specific discipline that has been formally identified for curtailment or elimination in accordance with Section 605 of the UNC Code.

(3) Reference to denial of participation with reference to academic program compromise

The colleges and professional schools and libraries may deny an application to participate in the program upon a finding that granting the application would substantially weaken academic quality or disrupt program sequence. Objective factors that require limitations on participation include shortage of professors in a department or school, required number of faculty necessary for the department or institution to operate, student/faculty ratios, etc. These factors should not be based in any way on age or the expected retirement of specific faculty members. The finding that granting the application would substantially weaken academic quality or disrupt program sequence should be supported by external measures of program quality such as accreditation standards.

(4) List of eligible faculty and ineligible faculty by position title and aggregate number within each cohort

(A chart of numbers of eligible and ineligible faculty is established each year in August and is available online at [Forms & Information | Office of Personnel and Financial Administration](#) |

[ECU](#)

(5) Number of prescribed years for individual Program participation

All Eligible Faculty Members who participate in the Phased Retirement Program at East Carolina University will serve a fixed term of three years. Participation in the Program may not be extended or renewed beyond completion of those years.

(6) Description of institutional measures to be taken to inform eligible faculty of program

The chancellor, or his/her designee, will notify in writing each year no later than September 1, those tenured faculty who appear to meet the age and service requirements to apply for participation in the PRP at the beginning of the following academic year. The following documents will be provided online for review by individuals who may be interested in the Program:

[ECU Phased Retirement Policy \(this document\)](#)

[ECU Phased Retirement Program Frequently Asked Questions](#)

[Chart listing numbers of individuals, by faculty rank, who appear eligible or ineligible to participate in the Program](#)

[Annual Letter to Eligible Faculty Informing Them about the Phased Retirement Program](#)

[The University of North Carolina Phased Retirement Program](#)

[Guidelines for the Phased Retirement Program](#)

[University of North Carolina Phased Retirement Application and Reemployment Agreement](#)

[University of North Carolina Phased Retirement Program General Release](#)

A notice will be provided online through the ECU website under “University News” and the documents related to Phased Retirement from the UNC General Administration, as well as the guidelines and documents listed above, will be posted on the Academic Affairs web site.

For tenured faculty occupying full-time administrative positions who vacate the administrative position to participate in the Program, the salary upon which the phased retirement compensation is based will be the nine-month base salary calculated as specified in the administrator’s contract or, if such is not specified in the contract, the faculty base salary will be determined under the ECU Policy on Administrative Separation and/or Retreat to a Faculty Position, if applicable.

In addition to reviewing the policies and documents provided online, faculty who are considering applying to participate in the Program are strongly advised to consult a Program

official for an informational session during which the Program official will answer questions related to the program.

(7) Institutional procedures for receiving, reviewing, and approving applications for participation and for receiving revocations of previously approved applications

All faculty who apply to participate in the Phased Retirement Program are strongly encouraged to schedule an informational session with a Program official. In addition, the Eligible Faculty Member should arrange to meet with his/her unit administrator (departmental chair, director or dean) to discuss interest in participating in the Phased Retirement Program. During this initial meeting, the Eligible Faculty Member should discuss the intent to participate in the program, the potential limits on participation for faculty members in the department, the formal application process, etc.

Assuming that the university, college/school, or departmental limit on participation has not been met, the Eligible Faculty Member should discuss with the unit administrator (department chair, director or dean) the initial details of the half-time work plan for the phased retirement period. Once a preliminary half-time work plan has been agreed upon, based on department/unit needs and schedules, the Eligible Faculty Member completes a preliminary "University of North Carolina Phased Retirement Application and Reemployment Agreement," including the specific duties to be performed, and submits the application to his or her academic unit head. The document is only an application until fully executed by the Eligible Faculty Member as an Agreement as indicated in the final step described below. In cases where East Carolina University and the Eligible Faculty Member cannot agree on a half-time work plan, the Eligible Faculty Member will not be allowed to participate in the Program.

The preliminary University of North Carolina Phased Retirement Application and Reemployment Agreement submitted by the faculty member is reviewed and, if approved, signed by the department chair, director, dean, and the vice chancellor, as appropriate to the faculty member's unit. The preliminary University of North Carolina Phased Retirement Application and Reemployment Agreement will be returned to the faculty member within ten (10) days of being signed by the vice chancellor/Provost, along with a University of North Carolina Phased Retirement Program General Release ("Release") for review and signature. The Agreement and Release package provided to the Eligible Faculty Member will include the following documents, some of which may have already been provided to Eligible Faculty Members but are provided again in the complete package for a final review prior to executing the Agreement and Release.

- The September 1 letter announcing the Program;
- The University of North Carolina Program Summary;
- The preliminary Agreement, which becomes final upon execution of the Release;
- The Release (for final execution); and
- The ECU Chart by Rank, Age, Numbers, and Unit of Eligible and Ineligible Faculty as

of August 1.

The final step in the application process is execution by the Eligible Faculty Member of the Agreement and Release. The faculty member is offered at least forty-five (45) days to return the signed Agreement and Release. The Eligible Faculty Member is encouraged to use the full 45 days and to consult an attorney and tax advisor. Under no circumstances will the Eligible Faculty Member be requested or pressured to return these documents in a shorter period.

A faculty member electing to participate in the Program has the right to revoke the Agreement and Release anytime within seven (7) days of the date the Release is signed by the parties. An election to participate in the Program does not become final until the end of this seven-day period.

Applications for participation in the Phased Retirement Program from Eligible Faculty Members will be accepted on a first-come first served basis each year until participation limits applicable to the faculty member are reached. For first-come first served priority, all applications received prior to the tenth (10th) calendar day after initial notification is sent to faculty members each year will be deemed to have been received on the tenth calendar day. If a department or college/school or the university receives more elections for the Program during the first ten days than it has available spaces due to the limit, then eligibility will be determined based on institutional seniority; that is, the faculty member with the most institutional seniority will have priority to participate in the Program.

(8) Schedule of potential services for the institution, if any, and each institutional entity whose schedule varies from the institutional schedule. From this schedule is composed the individual faculty member's work plan

1. The normal workload for the university is twelve (12) credit hours.
2. The appropriate half-time work plan for Participating Faculty Members at East Carolina University, could include the complete range of faculty activities (including teaching, research and creative activities, service, advising, writing of grants, publications, etc.) in which the faculty member has been engaged throughout his or her career. The range of activities allowed in each individual academic unit may vary.

The work plan must specify the areas of responsibility and the proportion of the half-time workload to be devoted to each activity. The percent of time in which an Eligible Faculty Member will be involved in teaching, research/creative activity, and service will depend on the level of time commitment agreed upon between the faculty member and the appropriate university administrators. Two example work plans are shown below.

Work Plan I: 25% teaching (3 s.h. each semester); 25% research (funded research, grant writing, publications/presentations, and direction of student research)

Work Plan II: 50% teaching (6 s.h. each semester)

3. The work plan may call for services over all 12 months of the participation year, as often

occurs under research professorships or those having 12-month full-time teaching contracts. However, no work plan may include duties incident to summer school curricula except for those whose pre-retirement 12-month teaching contract called for summer teaching duties.

The University of North Carolina Phased Retirement Program, General Provisions, includes the following:

Eligible Faculty Members participating in the Program do not enjoy the benefits of tenure. They may not serve on committees if applicable procedures require that members be tenured. Otherwise, participants have the same academic freedoms and responsibilities as other faculty members and have access to all grievance and appeal procedures available to non-tenured members of the faculty who are not participating in the Program. Participating Faculty Members are expected to maintain high levels of professional commitment to their institution.

(9) List of institutional officers authorized to answer questions about the Program, showing each officer's name, title, institutional office address, institutional mailing address, and office telephone number

The following institutional officer is authorized to answer questions about the Phased Retirement Program.

Linda Ingalls
Associate Vice Chancellor
Division of Academic Affairs
ingallsl@ecu.edu or 252-943-8584

(10) List of benefits, privileges, and services in which individual Program participants may continue

Phased Retirement Program participants are considered permanent half-time employees and are eligible for any benefits to which such employees are entitled. They are also retired faculty and thus eligible for benefits extended to retired faculty. See the ECU Phased Retirement Program for Tenured Faculty Continuation of Benefits chart for more information on benefits currently available for faculty in these categories.

***August 2023--Editorially revised consistent with approved academic unit name changes and reorganizations of academic units**