

September 21, 2015

(Faculty Member Name)
(Department)

Dear (Salute) (Last Name):

Since its announcement in January 1998, one benefit potentially available to tenured faculty of the University of North Carolina has been the University's Phased Retirement Program (the "Program"). Our records suggest that you are now eligible to apply to participate in the Program or will be eligible on or before August 1, 2016. This letter sets out in summary fashion the details of the Program. We have provided for your review a Program Summary, the UNC Phased Retirement Application and Reemployment Agreement form, a Release form, and other information <http://www.wcu.edu/about-wcu/leadership/office-of-the-provost/resources-for-faculty-and-staff/academic-procedures-and-regulations/index.asp>.

Only tenured faculty who meet certain age and service requirements ("Eligible Faculty Members") may participate in the Program. Eligible Faculty Members who are members of the NC Teachers' and State Employees' Retirement System (TSERS) must (1) have at least 5 years of full-time service at his/her current institution (2) be at least age 62 upon entering the Phased Retirement Program and (3) be eligible to receive a retirement benefit under TSERS. A tenured faculty member who is a participant in the UNC Optional Retirement Program (ORP) must (1) have at least 5 years of full-time service at his/her current institution (2) be at least age 59 1/2 upon entering into the program and (3) be eligible to receive a retirement benefit under ORP.

Should you be accepted to participate in the Program, you would give up tenure and terminate your current full-time position. In return, Western Carolina University would contract with you for half-time reemployment for a period of three years. You would negotiate individually with your department head and dean to determine your specific teaching duties and the time frame for fulfilling them. For example, you may be contracted to teach a full schedule for either fall or spring semester each year or teach a half schedule for both semesters. Half-time responsibilities and duties may vary among departments, but all enrollments in the Program commence with the fall semester and do not include summer school duties.

You would be initially compensated under the Program at a salary equal to fifty percent (50%) of the salary you received prior to phased retirement during your last nine- or twelve-month term of employment incident to full-time service. If a faculty member occupies a full time administrative or staff position the 50% salary is based on the conversion of the position back to a 9 month salary base. Your salary would be paid over a twelve-month period. Upon entering the Program, you would continue to be subject to performance reviews. Subject to any limitations imposed under the State Retirement System and the legislative appropriations process, you would be eligible for salary increases and merit pay in subsequent years of Program participation based on annual evaluations.

You do not have an absolute right to participate in the Program. Western Carolina University may limit participation in the Program in response to a *bona fide* finding that financial exigencies prohibit enrollment in the Program or that further enrollment will substantially weaken academic quality or disrupt program sequence. Western Carolina University may also set caps to limit the number of Eligible Faculty Members who may participate in the Program.

If you choose to enroll in the Program, you may participate in all employee benefit programs for which you are eligible. These programs are outlined on the enclosed information sheet.

If you decide to participate in the Program, you will be asked to sign a release as a condition of your entering the Program. You are encouraged to consult with your attorney and financial advisors before making a decision to enter the program. A decision to enter the Program is binding once made. However, the period of phased retirement may be terminated at any time if you and Western Carolina University both agree.

Informational meetings will be held in the Cardinal Room on the 2nd floor of the University Center at the following times:

Tuesday, September 29 th	12:00-1:00 Cardinal Room, UC (bag lunches welcome)
Wednesday, September 30 th	12:00-1:00 Cardinal Room, UC (bag lunches welcome)

You are encouraged to attend one of these meeting where representatives who have been designated to provide information to eligible faculty members will be available to answer any questions you might have about the Program. The representatives will also be available as a resource at any time.

This letter has outlined the details of the Phased Retirement Program. The Program documents include a Program Summary, A UNC Phased Retirement Application and Reemployment Agreement, a General Release, and Application Procedures.

We know that decisions regarding retirement are both emotional and difficult. The Phased Retirement Program is intended to make the process easier and to facilitate difficult decisions by allowing one to continue to participate in academic life and the mentoring of students while preparing for the future. We hope you will agree that the Program is a beneficial one.

Sincerely,

Alison Morrison-Shetlar
Provost and Vice Chancellor for Academic Affairs