



# INDIANA UNIVERSITY

## SCHOOL OF MEDICINE

Faculty Affairs, Professional Development, and Diversity

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# Phased Retirement Program School-level Review and Approval Process

<b>TABLE OF CONTENTS</b> Scope Definitions Internal Procedure Policy & Web References	<b>Effective:</b> 11/1/19 <b>Last Updated:</b> 11/1/19 <b>Next Review:</b> 11/1/20  <b>Responsible University Office:</b> <i>Faculty Affairs   Professional Development   Diversity</i>  <b>Responsible University Administrator:</b> <i>Executive Associate Dean for Faculty Affairs   Professional Development   Diversity</i>  <b>Procedure Contact:</b> <i>Assistant Director, Faculty Systems</i>
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## Scope

IUSM Assistant Director, Faculty Systems (IUSM AD FS)  
IUSM Executive Associate Dean, Faculty Affairs, Professional Development & Diversity (IUSM EAD FAPDD)  
IUHP VP of HR (IUHP VP HR)

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## Definitions

**Phased Retirement Program:** Phased Retirement is a valuable option for faculty who want to reduce their workload and ease into retirement. The benefits of phased retirement include:

- The ability to withdraw 403(b) retirement account funds while still working. This includes the IU Retirement Plan and the IU Tax Deferred Account (TDA) Plan.
- Continuing participation in medical, dental, and other IU-sponsored benefits.
- Reducing workload by 20-50 percent for a period of 12-36 months (or up to the end of the faculty member's contract if less than 36 months) with compensation adjusted accordingly.

**cFTE:** For faculty with clinical obligations, clinical effort (cFTE) is determined using the 1-minus approach (using the faculty member's appointed FTE). Non-clinical effort (education, research and general administration) should be identified and assigned to the appropriate categories. Clinical effort will equal the faculty member's FTE minus non-



# INDIANA UNIVERSITY

## SCHOOL OF MEDICINE

Faculty Affairs, Professional Development, and Diversity

clinical effort. cFTE represents the portion of time a clinician's effort is spent in the clinical mission of the organization.

**aFTE:** Academic effort (education, research and general administration) should be identified and assigned to the appropriate categories. Academic effort will equal the faculty member's FTE minus clinical effort. aFTE represents the portion of time an employee spends supporting the academic missions of the organization.

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## Internal Procedure

1. Department reads and completes the “pre-application” and “application process” sections of the [Phased Retirement Program Department Instructions](#) checklist.  
**The application must be approved at least 60 days prior to phased retirement start date.**
2. Department completes the [IU Phased Retirement Program Application & Agreement](#) and has form signed by faculty member and chair.
  - a. If dually-employed, differentiate % aFTE and cFTE reduction requested and proposed coverage plan for reduced clinical effort. If cFTE drops below 60%, IUHP benefits may be affected.
3. Department emails completed applications to IUSM Assistant Director, Faculty Systems
  - a. If questions or concerns are raised at any level of application review, the IUSM Assistant Director of Faculty Systems will liaise between the department and reviewer
4. IUSM Assistant Director of Faculty Systems sends application by email for school review and approval as follows:
  - a. Dually-employed: IUSM Executive Associate Dean of Faculty Affairs and IUHP Vice President of HR
  - b. Not dually-employed: IUSM Executive Associate Dean of Faculty Affairs
5. If school approval received, IUSM Assistant Director of Faculty Systems adds dean's signature to application under “dean of school”
6. IUSM Assistant Director of Faculty Systems sends application by email to IUPUI Faculty Affairs for review and approval
7. IUPUI Faculty Affairs submits application to IU HR
8. If approval is received, department processes a Leave of Absence eDoc ([http://hr.iu.edu/SOS/Leave\\_of\\_Absense\\_Academic.htm](http://hr.iu.edu/SOS/Leave_of_Absense_Academic.htm)) with an Action of Paid Leave of Absence and Action Reason “Faculty Phased Ret.”
9. Department reads and completes the “during the phased retirement period” and “at the end of the phased retirement period” sections of the [Phased Retirement Program Department Instructions](#) checklist as needed.

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## Policy & Web References



# INDIANA UNIVERSITY

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## SCHOOL OF MEDICINE

Faculty Affairs, Professional Development, and Diversity

- IU Phased Retirement Program for Faculty Website: <http://hr.iu.edu/benefits/phasedretire.html#loaded>
- IU Phased Retirement Department Instructions: <http://hr.iu.edu/benefits/pubs/misc/phased-retirement-dept-instructions.pdf>
- IU Phased Retirement FAQ: <http://hr.iu.edu/benefits/pubs/misc/phased-retirement-faq.pdf>
- IU Phased Retirement Program for Faculty Application & Agreement: <http://hr.iu.edu/benefits/pubs/forms/phased-retirement-application.pdf>
- IU Retiree Status Criteria: <http://hr.iu.edu/benefits/retirestatus.html>
- IUHP Early Notification Incentive: TBA

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