

**Montclair State University**  
**Office of the Provost**

**To:** Tenured and Tenure Track Faculty  
**From:** R.A. Lynde  
**Date:** May 8, 2008  
**Re:** Statement on "Transition to Retirement"

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Included in the new Statewide Agreement covering faculty, librarians and professional staff is a provision entitled "Transition to Retirement". This program permits tenured faculty who are at least 55 years of age and who have served a minimum of ten years at the University to request participation. The request is made to the Provost with copies to the Dean and Department Chair and must be accompanied by a plan outlining the assignments up to a half-time load the applicant wishes to undertake for the year immediately following their effective date of retirement. The deadline for such applications is specified as April 1<sup>st</sup> of the year preceding the one in which faculty wish to participate. In light of the fact that this year is the first in which faculty may participate, and many are not yet fully aware of the program, the University and Local 1904 have agreed to extend the deadline until May 27<sup>th</sup> for this year only.

To familiarize yourselves with all aspects of the program, I refer you to Letter of Agreement XV in the new Statewide Agreement between the Council of New Jersey State College Locals, AFT, AFL-CIO and the State Colleges/Universities. Because there have been questions raised about its implementation, I offer the following as clarification so that faculty may make an informed decision with respect to participation. The proposed plan must address:

- the specific courses to be taught and when they will be taught
- non-teaching assignment(s) to be undertaken and when they will be undertaken (FSP will not be considered an appropriate non-teaching assignment for this purpose)
- development and delivery of on-line/distance education courses and when they will be developed/delivered

There is no requirement that plans include a full fifty percent load nor that they include all the elements set forth above. For those whose plans will focus on teaching, some faculty may wish to teach only one course each semester while others may wish to teach four courses in one semester and be finished. The program allows for such flexibility as long as the proposed plan meets the academic needs of the institution and the activities included are completed within the first full year following the faculty member's retirement. A faculty member retiring June 30<sup>th</sup> could participate through the following academic year. Faculty retiring effective January 1<sup>st</sup> could participate in the spring semester through the following fall semester. The decision with respect to whether the plan meets the academic needs of the University rests with the Provost. In the interest of addressing the needs of the faculty member, his/her department as well as the University, if the initial plan is not approved, faculty may suggest modifications and request an additional review by the Provost as long as the entire process is completed by May 27<sup>th</sup> this year and April 1<sup>st</sup> in all succeeding years of the program.

Finally, if a participating faculty member cannot complete the commitment he/she has made at any point in the program, the pro-rata portion of his/her salary will be adjusted accordingly and there will not be opportunity to fulfill the plan beyond the initial year.