



CAL U

CHEYNEY
UNIVERSITY

Phased Retirement Application – Proposed Arrangement For Phased Retirement Arrangements Beginning Academic Year 2026/27

This application must be submitted 120 days prior to start of Fall 2026 semester

Procedure:

- Review the Voluntary Phased Retirement program information at www.passhe.edu/phasedretirement.
- Complete this application and submit to your Dean (or other appropriate manager) with a copy to your department Chair, University President, and Human Resources.
- Within 30 days of submission, the President (or designee) will notify you of the status. If approved, a formal agreement will be sent to you for signature.
- The final agreement must be executed at least 60 days prior to the start date of the academic year and, once fully executed, is irrevocable.

Faculty Member Information:

Name:

Phone Number:

Personnel #:

Department:

Email Address:

University:

Proposed Arrangement:

The Phased Retirement arrangement must start with the Fall Semester. The arrangement can span 1-3 years.

Phased Retirement Begin Date:

Beginning of Fall 2026

Percentage of time to be worked during phased retirement:

(Must be 50% - 99%, except for final year which may be 25% - 99%)

Phased Retirement End Date:

Workload Year 1

Average of Fall/Spring

AY 26/27: %

Workload Year 2

AY 27/28: %

Workload Year 3

AY 28/29: %

Fall: %

Spring: %

Fall: %

Spring: %

Fall: %

Spring: %

Date Submitted:

Response

☐ Approved

Dean/Other Appropriate Manager

Date

☐ Approved

☐ Provisionally Approved with Modifications*:

Faculty Member Response:

☐ Agreed

☐ Decline to Participate

*If the arrangement is provisionally approved with modifications, send a copy to the Human Resources department for review.

☐ Disapproved

President/Designee Signature

Date