

Phased Retirement FAQs
Santa Clara University
Prepared by the Provost's Office
Last Updated September 2020

1. Am I eligible for phased retirement?

If you are a tenured faculty member or a senior lecturer, you have served as a faculty member at Santa Clara University for at least 7 years, and you are at least 55 years old, you are eligible for phased retirement. (Faculty Handbook 3.5.1.3)

2. How long is phased retirement?

Phased retirement can span a period from 1 to 5 years.

3. What is a phased retirement agreement?

When you are ready to finalize your plans for phased retirement, a two-page agreement documenting the details of your phased retirement will be drafted for review and signature by you and the Provost. A general template of the agreement can be obtained from Kitty Murphy or Laurene Skinner. Provisions of each agreement, such as duration of the phased retirement period and course load, are determined on an individual basis.

4. If I take a sabbatical, do I have to wait a year before starting phased retirement?

No. You can start phased retirement immediately after a sabbatical leave.

5. Do I still accrue sabbatical credits during phased retirement?

Yes, you will continue to accrue sabbatical credits at a rate proportional to your teaching load (see Faculty Handbook 3.7.1.3 for details).

6. Can I take a sabbatical during phased retirement?

You are eligible to apply for a sabbatical using your accrued sabbatical credit during phased retirement. You should complete your sabbatical before the last year of your phased retirement. If you end up taking a sabbatical during the last year of your phased retirement (say you decide to end your phased retirement early), then you would need to request an exception to the one-year return policy in the Faculty Handbook (section 3.7.1).

7. How is my salary calculated during phased retirement?

The Faculty Handbook (3.5.1.3) states, "*Phased retirement is a condition of employment under which a tenured faculty member or Senior Lecturer agrees to a reduction in University responsibilities with a corresponding decrease in salary....each agreement will be negotiated on an individual basis, taking into consideration teaching, scholarship, and service desiderata from the perspective of the individual faculty member and the University. Compensation will not be linked to any predetermined fraction of teaching load, but will be proportional to the level and distribution of responsibilities for teaching, scholarship and service specified in the agreement.*" For example, a faculty member who agrees to a distribution of teaching, scholarship, and service equivalent to 50% of the ordinary distribution of these responsibilities would receive 50% salary.

8. Am I eligible for a merit raise during phased retirement?

Yes, your dean would assign merit raises following the standard merit raise procedures in your school. The merit raise would be assigned to your full salary. Your salary while on phased retirement would be calculated as described above.

9. Can I choose which quarters that I will teach during phased retirement?

This is often possible, but it depends on your department's needs in terms of your teaching and service. Be sure to discuss this with your chair and dean if it is important to you. If you reach an agreement with the chair and dean about future course scheduling, teaching assignments, or office space, it may be useful to have written documentation between you and the dean's office for future reference. These details will not be included in the phased retirement agreement between you and the Provost's office.

10. Can I "course cluster" during phased retirement?

"Course clustering" can occur during phased retirement *with the approval of your chair and dean*. Again, this often depends on your department's needs in terms of your teaching and service.

11. Am I evaluated during phased retirement?

You may elect to be evaluated or to forgo evaluation. In schools in which evaluations are done on 3- or 5-year cycles, an evaluation during phased retirement can be discussed as part of the phased retirement agreement. If you choose not to be evaluated, the outcome of your last evaluation will be used as the basis for merit raises during the duration of your phased retirement.

12. Do I maintain benefits while on phased retirement?

Yes, you maintain eligibility for all benefits that continue to be offered to all benefits-eligible faculty members. The Faculty Handbook states that the usual benefits are available to faculty during phased retirement, even if they hold an appointment of less than 50% time. See 3.8.2.2 and 3.8.2.3. The University contribution to your retirement fund is based on the salary that you receive during phased retirement.

13. Can I change the length of my phased retirement?

You have considerable flexibility in deciding how your phased retirement unfolds. You can shorten the length of your phased retirement but you cannot increase the length of the agreed-upon phased retirement period. If you decide to shorten your phased retirement you should contact Kitty Murphy or Laurene Skinner to revise the phased retirement agreement.

Changes should be made with ample time for your department to plan for any resulting changes in course assignments.

14. Can I change the number of courses (or course equivalents) I'm responsible for during phased retirement?

You can decrease, but not increase, the number of courses or course equivalents. Many faculty members enter phased retirement with a "higher" number of course equivalents (say, 4), and subsequently decrease to 3, 2, or 1 before fully retiring. You have considerable flexibility in deciding how your phased retirement unfolds.

15. Can I fully retire at any time during phased retirement?

Yes. You can call, email or set up an appointment with Kitty Murphy or Laurene Skinner to let us know your plans. If possible, you should also notify your chair and dean with ample time for your department to plan for any resulting changes in course or service assignments.

16. Do I have to notify the University of my plan to retire by September 1 of the year before I start phased retirement?

The Faculty Handbook (3.5.1.3) stipulates that the process must start "one full academic year before the phased retirement is to begin." The rationale for that date is to provide your department with adequate time to plan for the following year. The University will exhibit flexibility if possible in working with you to implement your retirement plans.

17. If I have a course release for some assignment and will be continuing in that role on phased retirement, can I still have the course release while on phased retirement?

Typically, this is not a problem, but it is not guaranteed. You should discuss this with your chair and dean, as some course releases are assigned at the college/school level.

18. To what extent can I choose the courses that I will teach during phased retirement?

This is also a discussion to have your chair and dean. Specific course assignments are determined at the department and college/school level.

19. How can I be sure I am financially able to begin phased retirement?

The University cannot advise you on your financial planning. The University makes independent financial consultants (Joe Crowley and TIAA representatives) available on a one-on-one appointment basis as a resource to staff and faculty. You may, of course, consult other financial planners. You need to feel comfortable with your decision to retire.

20. If a medical issue arises, can I take a medical leave while on phased retirement?

Yes. Faculty on phased retirement have access to all benefits, including medical leaves. Faculty should notify their dean and Human Resources (Indu Ahluwalia, Senior Benefits Specialist, 408-554-5750, iahluwalia@scu.edu) about leave requests.

21. Do I keep my office while on phased retirement?

Faculty maintain office space during phased retirement. Faculty members on phased retirement may be asked to share office space. This is also an issue to discuss with your chair and dean.

22. If I am just thinking about phased retirement and want to chat about our program, whom should I contact?

The following individuals are well-versed in SCU's retirement options and can confidentially answer your questions:

- Kitty Murphy: Associate Provost for Faculty Personnel and Policy, 408-551-7041, cmurphy@scu.edu
- Laurene Skinner: Faculty Resource Specialist, 408-554-4774, lskinner@scu.edu

Eileen Elrod, Associate Vice Provost for Faculty Development, 408-554-4136, eelrod@scu.edu, is available for consultations on preparing for career transitions.

23. Where can I read more about phased retirement, benefits, etc.?

Section 3.5.1 of the Faculty Handbook has information on phased retirement and benefits (Also see sections 3.8.2.1, 3.8.2.2, 3.8.2.3).

24. What about after I retire? Can I keep my email address?

Yes, you can keep your email address. The privileges offered to all retired faculty include:

1. A University identification ("Access") card, thereby ensuring eligibility for:
 - a. Borrowing privileges from libraries, including, for faculty retired from the Jesuit School of Theology, the Graduate Theological Union Library,
 - b. Use of the Malley Fitness Center and swimming pool, and
 - c. Price reductions on lectures, theater, sporting, and other university events, and on purchases in the university Campus Store.
2. Eligibility for a University email address and related privileges,
3. Eligibility for a complimentary parking permit, and
4. Eligibility to walk in graduation ceremonies.

25. What can I do with all the stuff that is stored in my office?

Work with your department's administrative assistant to have Facilities bring recycling and shredding bins to your office for you to use.

For books and other material, the University Library's archives department may be able to help. Contact the University's archivist, Erin Louthen at elouthen@scu.edu or 408-554- 4117. Please note that as of March 2018, the library is not accepting donations except for materials being considered for Archives and Special Collections. Members of the campus community who have questions about alternative donation options can contact Lev Rickards, Associate University Librarian for Collections & Scholarly Communication, at lrickards@scu.edu.

26. Can I work for the University after I retire?

Yes, you can teach courses on an adjunct appointment after you retire fully.