Retirement: Faculty Members

Policy

A. Retirement Date

1. The normal retirement date for faculty members shall be the first day of September next, succeeding their sixty-fifth birthday. Faculty members are not required to retire on their normal retirement date.

2. In the absence of written notice of retirement from a faculty member, his/her contract of employment will continue beyond the normal retirement date.

3. Faculty members should normally give at least twelve (12) months written notice of retirement to the Chair; eighteen (18) months notice is preferred. This notice period may be reduced by mutual agreement. Once received, notice of retirement is irrevocable.

4. The Chair of the Department will be responsible to ensure that teaching and research semesters for retiring members of the department are in the proper 2:1 ratio on the date of retirement.

5. Employment after retirement shall be in accordance with Policy A 12.10.

6. The policy on release of equipment, A 30.08, also applies to retiring faculty.

B. Phased Retirement Options

Faculty members who are at least 60 years of age and who have a minimum of 10 years of full-time continuous service may elect to participate in one of three phased retirement options after giving notice of retirement that is irrevocable. A minimum of twelve (12) months written notice to the Chair is required; eighteen (18) months is preferred. The notice period may be reduced or waived by mutual agreement. The phased retirement does not commence until the notice period has elapsed.

1. Reduced Workload Option

   1.1 A faculty member may elect to take a reduced workload appointment for up to three (3) years.
   1.2 This option entails performing the full scope of a faculty member’s duties. For example, a tenure-track faculty member will engage in teaching, scholarly activity and service but at a reduced level of commitment.
   1.3 Salary is commensurate with the actual percentage of workload performed.
   1.4 Normally the combined level of appointment over a three-year period will range between 150% and 225%.
   1.5 Benefits, including pension, will be based on the member’s nominal salary.

2. Reduced Scope Option

   2.1 A faculty member may apply for a reduced scope appointment for up to three (3) years.
   2.2 This option entails performing a reduced scope of a faculty member’s duties. For example, a tenure-track faculty member will cease to engage in one or two of their areas of responsibility.
   2.3 Approval of a reduced scope appointment is at the sole discretion of the Dean, upon the recommendation of the Chair.
2.4 Salary is commensurate with the actual percentage of workload performed.
2.5 Benefits, including pension, will be based on the member’s nominal salary.

3. Reduced Workload/Reduced Scope Option

3.1 A faculty member may apply for a reduced workload/reduced scope appointment for up to three (3) years.
3.2 This option entails performing a reduced workload and a reduced scope of a faculty member’s duties. For example, a tenure-track faculty member will have a narrower range of employment duties and a reduced level of commitment.
3.3 Approval of a reduced workload/reduced scope appointment is at the sole discretion of the Dean, upon the recommendation of the Chair.
3.4 Salary is commensurate with the actual percentage of workload performed.
3.5 Benefits, including pension, will be based on the member’s nominal salary.

4. Study Leave

4.1 Once a phased retirement option has commenced, there is no further accrual of service towards study leave eligibility.
4.2 A study leave during a phased retirement option must be approved before the phased retirement commences and must be completed by the retirement date.
4.3 The study leave salary will be a percentage of the member’s actual salary.

Interpretation

Section 14.1 of the Faculty Association Framework Agreement deals with matters of interpretation of this Policy.