Phased Initiation Retirement Process for School of Health Professions Faculty Faculty and dept Discuss options with Submit written admin complete Route for Faculty member wants to dept chair; notify HR request to dept Approved? Phased Retirement pursue phased retirement signatures ofintent chair Agreement and Appendix A Signed by faculty member Send HRIS to Department HRSigned by dept chair Signed by Legal Counsel Signed by EVC Faculty Affairs Email copy to HR, Verify, load Update database with Business Office and into Image Signed by VC for change in FTE, Faculty member; Now; walk to Academic Affairs anticipated end date and request HRIS from HR other notes School Stop Update HR/Pay Answer questions as needed Note: Yearly HRIS forms required. Do not submit

changes in budget load.