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

changes in budget load.