



Full-time tenured faculty members over the age of 62 may choose to phase out of full-time work by voluntarily reducing their effort to half-time for a limited period, followed by retirement.

Terms

- The phase-out period normally begins July 1; notification of the intention to phase out should normally be given six months in advance.¹
- The half-time effort includes the possibility of working full-time for one semester and taking the other semester away from campus or working half-time throughout the academic year.
- No sabbaticals will be granted during the phase-out period, nor will credit towards future sabbatical leave be accrued.
- During the phase out period, the faculty member will receive half salary for half-time effort.² Salary will be paid in equal installments (9, 10, or 12 installments).
- During the phase-out period, the faculty member will be entitled to the regular benefits available to half-time benefits-eligible employees of the University.³
- Notification of the intention to phase out must specify one, two, or three years of reduced effort, with the understanding that the faculty member may request that the period be reduced, but not extended.
- Retirement is normally effective on June 30 of the last year of the phase-out period.
- All applicable University policies will apply during the period of phase-out.

Eligibility: Full-time tenured faculty over the age of 62 with a minimum of ten years of service

- For faculty age 62–70 during the calendar year in which the phase-out period begins, a maximum of three years may be elected. A special salary supplement of \$25,000 will be provided in each year of reduced effort during the phase-out period. This supplement is intended to offset any additional expense, including life insurance or other health or welfare benefits, incurred by the faculty member for benefit changes due to the change from full-time to half-time status. Contributions to retirement savings plans will be made on the salary supplement, as well as on the half salary.
- Faculty age 71–72 during the calendar year in which the phase-out period begins may elect a maximum period of three years. However, the special salary supplement of \$25,000 will be paid in only the first two years of the phase-out period.
- Faculty who are age 73 or above when the phase-out begins receive no supplement.

Other faculty members. Interested individuals should contact the Provost's Office to discuss alternatives to the standard phased retirement program. For example,

- A phased-retirement option involving half-time salary for half-time work is available for any tenured faculty member age 62 or older.⁴ No special salary supplement will be provided to those who do not meet eligibility requirements. The maximum duration of such an arrangement is three years.
- It may be possible for tenured faculty with external funding that can provide ongoing salary support to transition to an untenured research position with no teaching responsibilities.
- Senior Lecturers may be eligible for a special phase-out plan.

Contact: Elizabeth Doherty, Deputy Provost (elizabeth_doherty@brown.edu; 863-7845)

¹ Faculty who are interested in beginning a phase-out period on January 1 or another date should contact the Provost's Office for details.

² Note that half-time status will be recorded as 0.51 FTE.

³ Although long-term disability insurance is not included in the regular benefits package for employees working half time, the university will provide up to one year's medical leave (with continued half pay) in the event of documented medical conditions that make a faculty member unable to teach during the phase-out period.

⁴ Interested faculty members who are not yet 62 should inquire about possible arrangements.