

Procedures for Transitional Retirement Leave

(USM BOR II 2.10)

The policy for transitional retirement leave was created to allow faculty a year of reduced workload at full pay in order to transition into full retirement. Faculty may request a transitional leave for one semester or one academic year. During the transitional leave period, the faculty must contribute a minimum of 25% of his/her full-time workload. Below are the procedures for requesting transitional retirement leave.

1. Faculty member requests leave from Department Chair. Together the Chair and the faculty determine in which activities the faculty will participate during this transitional leave. The activity **MUST** represent at least 25% of the effort that the faculty normally performs. Typically, this is one course.
2. The faculty member must put his/her request in writing to the Chair.
3. The Chair writes a memo of support (does not need to be detailed or long).
4. The request and the Chair's letter go to the dean who adds his/her letter of support.
5. The entire packet goes to the Provost's office. The Provost prepares a contract (with a template approved by the Maryland Attorney General's office). Once completed the Provost sends the contract to the AG's office for review.
6. Once the AG's office has approved the contract, the Provost schedules a meeting with the faculty member to discuss the contract.
7. The faculty member signs the contract and returns it to the Provost.
8. The contract is forwarded to the President for her signature.
9. A copy of the signed document is returned to the faculty member.
10. During the transitional year, the faculty member must document his/her activities and amount of time. The Chair is responsible for approving the time and placing the documentation in the faculty member's departmental file.
11. Deadlines: For a transitional leave for an academic year or a fall semester only, the deadline is January 15 in the semester prior to the leave. For a spring only transitional leave, the deadline is August 15 of the semester prior to the leave.