

November 2000

service.

18. Retirement

Eligibility for participation in the retirement plan is limited to members of the full-time faculty and staff who (1) are at least 26 years old, and (2) have completed one year of full-time service at the University or at another 501(c) institution. Participation in the retirement program is optional.

The University will assist individual faculty members who wish to retire. Guidelines for the University's retirement incentive policy are reviewed annually by the Committee on Faculty Benefits and forwarded to the provost for consideration and action. Once approved, the guidelines are distributed to all members of the full-time faculty. The Committee on Faculty Benefits is empowered to recommend minor adjustments in the policy; substantive changes, however, must have the approval of the full University Senate, the provost and the president. Retirees who meet years-in-service requirements will also be eligible for the Benefit Extension Plan set forth in the *Faculty/ Staff Benefits Manual*.

Tenured full-time faculty are also eligible to apply for phased retirement which is an appointment with a reduced load, with proportionally adjusted sabbatical leave and other benefits for a fixed period prior to retirement. The dean of academic affairs is the administrator of the Retirement Incentive Program and the Phased Retirement Programs.

19. Faculty Grievances

a. Scope

In the event that a faculty member may have a grievance against the University or another member of the faculty, it is hoped that such differences can be resolved informally. However, it may become necessary for a faculty member to take formal steps to attempt to resolve the grievance. This section addresses the procedures that a faculty member should use for cases other than non-renewal, non-promotion, or denial of tenure for tenure track appointments.

While baseless complaints are not to be encouraged, neither should a faculty member be prevented from pursuing a grievance if s/he so chooses. No individual will be penalized, disciplined, or prejudiced for exercising the right to make a complaint or for aiding another individual in the presentation of that complaint. Persons obstructing this grievance process may be disciplined up to and including dismissal.

b. Timeline