

**COVID-19 Tenured Faculty Retirement Transition Program**  
**Frequently Asked Questions – Deans/Chairs**

**Q. What is the COVID-19 Tenured Faculty Retirement Transition Program?**

A. Portland State University ("PSU") developed the voluntary COVID-19 Tenured Faculty Retirement Transition Program (the "Program") to help interested and eligible tenured faculty members make the transition toward retirement. A faculty member who participates in the Program will work with their dean and chair/associate dean to reduce up to 50% of their teaching assignments and service obligations in preparation for retiring on an agreed upon date, no later than June 30, 2022. Upon that retirement date, the faculty member relinquishes their tenure and all other employment rights and benefits.

**Q. How does the Tenured Faculty Retirement Transition Program work?**

A. When an eligible faculty member chooses to participate in the Program, they will agree to retire on a certain date. The faculty member, dean, and relevant chair or associate dean will work together to come up with a transition plan that will allow the faculty member to retire on that date. Each faculty member's transition plan may be different, as it is dependent upon the individual needs of the faculty member and the unit. It will likely include some form of reduced schedule and/or reduction in service obligations. It is critical that the dean, chair/associate dean, and faculty member work collaboratively to come up with an appropriate transition plan that works best for everyone.

**Q. Can the agreed transition plan include post-retirement provisions?**

A. Post-retirement provisions are not part of the Retirement Transition Agreement. Post-retirement provisions may be discussed separately with the department chair or dean, and faculty members may also seek emeritus status through University procedures: <https://www.pdx.edu/human-resources/emeritus-emerita-information>.

**Q. Who is eligible?**

A. All tenured faculty members planning to retire between July 1, 2021 and June 30, 2022 are eligible to participate in the Program. Interested and eligible faculty members must sign a COVID-19 Retirement Transition Agreement.

**Q. Is participation in the Tenured Faculty Retirement Transition Program Voluntary?**

A. Yes. Participation in the Program is entirely voluntary.

**Q. Can I encourage eligible faculty members to participate in the Program?**

A. No. All faculty members should be made aware of the Program, but you should not encourage them to apply, nor should you discourage them from applying. The decision of whether or not to participate in the Program should be left entirely up to each eligible individual.

**Q. How long is the Tenured Faculty Retirement Transition Program being offered?**

A. The Program was developed in response to the disruption and financial impact caused by the COVID-19 pandemic. It is temporarily being offered to eligible faculty members who seek retirement between July 1, 2021 and June 30, 2022. Eligible faculty members must decide whether to participate in the Program by June 1, 2021. PSU reserves the right to make changes to these dates at any time.

**Q. If a faculty member chooses to retire earlier than the date specified in their retirement agreement, can we modify their agreement?**

A. Yes, the faculty member may ask to modify the agreement to retire earlier than the date initially chosen. Modifications accelerating the retirement date must be approved by the department chair and dean.

**Q. If a faculty member is on sabbatical or has an upcoming sabbatical planned, how does that impact the faculty member's ability to participate in the Tenured Faculty Retirement Transition Program?**

A. Faculty members who choose to participate in the Program will be relieved of their obligation to return to PSU after their sabbatical ends. All other duties and responsibilities under PSU's Sabbatical Leave Policy will remain the same. See [https://www.pdx.edu/academic-affairs/sites/g/files/znlchr2396/files/2020-10/MOU\\_Sabbatical\\_Leaves\\_signed\\_1-18-17.pdf](https://www.pdx.edu/academic-affairs/sites/g/files/znlchr2396/files/2020-10/MOU_Sabbatical_Leaves_signed_1-18-17.pdf)

**Q. Will the faculty member still receive Post-Tenure Review during the transition process?**

A. No. Once the faculty member agrees to participate in the Program, no Post-Tenure Review will occur unless the faculty member has already submitted materials for Post-Tenure Review by the time he or she signs the Retirement Transition Agreement.

**Q. What happens if a faculty member signs the agreement to participate and the faculty member's mind later changes?**

A. The Retirement Transition Agreement is a legally binding, irrevocable agreement. Accordingly, once a faculty member decides to participate in the Program and signs the Agreement, the faculty member must abide by the terms of the Program and retire on the agreed upon date.

**Q. Do Non-Tenure Track Faculty ("NTTF") qualify for the Program?**

A. No. If an NTTF approaches a dean or chair expressing interest in a retirement transition, the dean or chair should explain that the Program is for tenured faculty. A dean or chair may raise their interest with the Vice Provost of Academic Personnel to assess whether the particular circumstance warrants further discussion about some alternative retirement arrangement.

**Q. If I have questions about the Tenured Faculty Retirement Transition Program, who do I contact?**

A. For more information, please contact [CONTACT PERSON/TITLE]