

Steps in the Retirement Transition Program

The [Retirement Transition Form template](#) is ready for use. Please consult the [AAUP-MOU](#) regarding the Retirement Transition Program before engaging in this

STEPS:

1. Review AAUP MOU regarding the Retirement Transition Program.
2. Drop the Retirement Transition Form template onto your school/college letterhead and complete the form appropriately for each Faculty Member who requests to participate.
3. Dean or Department Chair creates a transition plan ***specifying the nature and amount of changes to teaching and service and describing how you will address any impact these changes will have on other faculty and staff.***
4. Dean signs both the Retirement Transition Form and the transition plan.
5. Forward both the Retirement Transition Form and the transition plan (signed by the Dean) to OAA (Hannah Miller).
6. OAA will route for appropriate signatures and back to school/college for Employee signature.
7. Gather the employee's signature.
8. Forward a fully signed copy to the appropriate Department Chair, OAA (Hannah Miller), and your HR partner.
9. OAA will forward a fully signed copy to AAUP.