

TO BE COMPLETED BY FACULTY

Name:		Dept. Name:	
Planned Service Retirement Date:			
Academic Year FERP will begin:			
Requested FERP Schedule: <i>(Choose between Standard or Alternate)</i>			
FERP Standard Schedule: <i>(Choose one: Fall, Spring or AY)</i>			
<input type="checkbox"/> Fall Semester, Full-Time	<input type="checkbox"/> Spring Semester, Full-Time	<input type="checkbox"/> Academic Year, 50%	
OR Request A FERP Alternative Schedule: <i>(Choose Fall, Spring or AY, indicate Units)</i>			
	Fall Semester	Spring Semester	Academic Year Total
Instructional Units	(max 12)	+	(max 12) =
Service Units	(max 3)	+	(max 3) =
Total Units		+	= max 15
Time Base %		=	
I understand that my requested assignment of FERP is at the discretion of the University and requires approvals. It is dependent primarily upon the recommendation of the department chair and dean and their assessment of program impact. I understand it is my responsibility to complete and submit the CalPERS Retirement Application form.			
Faculty Signature:			Date:

TO BE COMPLETED BY DEPARTMENT CHAIR

Recommend Approval	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Comments:		
Department Chair Signature:		Date:

TO BE COMPLETED BY DEAN

Recommend Approval	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Comments:		
Dean Signature:		Date:

FACULTY AFFAIRS USE ONLY *cc: Personnel Action File*

Comments:	
AVP Faculty Affairs Signature:	Date:

INFORMATION ABOUT THE USE OF THIS FORM

This form is to be used by faculty as notification of their intent to retire and participation in the Faculty Early Retirement Program (FERP).

INSTRUCTIONS

Submit FERP request to your department a minimum of 6 months prior to the beginning of the academic year you begin in the FERP.

Upon approval you will receive a letter outlining the conditions of your appointment.

A CalPERS Retirement Application Form must be completed and submitted. A copy of the Form and assistance in selecting a retirement date can be obtained from the Payroll and Benefits Department.

EXPLANATION OF TERMS

Planned Retirement Date:	It is the responsibility of the Faculty member to complete and submit all required CalPERS Retirement Application Forms. A copy of the Form and assistance in selecting a retirement date can be obtained from the Payroll and Benefits Department.
Academic Year FERP will begin:	All FERP appointments are effective at the beginning of the academic year, e.g., if you retired in December, at the end of the fall semester, you may not begin your FERP appointment until the fall semester of the following academic year.
Requested FERP Schedule:	Please choose FERP Standard Schedule or FERP Alternative Schedule.

COMPLETE FIELDS AS FOLLOWS

Name	Employee name as it appears in PeopleSoft or the employee's Social Security Card.
Department	Name of Department as it is written in PeopleSoft.
Planned Service Retirement Date	As submitted to CalPERS.
Academic Year FERP will begin	Academic year you intend to begin your 5 year FERP appointment.
Requested FERP Schedule	Please see above.
Standard Schedule	Full time Fall or Spring, or 50% for the Academic Year
Alternate Schedule	Any schedule other than the standard schedule listed above. Not to exceed 50% of full time base in your prior year of retirement.
Instructional Units	Only use for Alternate Schedule. Contact Faculty Affairs for further information, if necessary.

QUESTIONS/CONTACT

If you have any questions about completing this form, please call Faculty Affairs at 664-2192 (CRS 877-735-2929 TTY)