

# Proposal to Amend WKU Faculty Handbook: Substantive Change

## 03-2016 Faculty Transitional Retirement Program

*Substantive change is defined as addition, deletion, or revision of policy or procedure.*

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### 1. Type of Change:

- Addition: Where possible, identify the section of the handbook to which addition is proposed:
- Deletion: Identify the section of the handbook from which deletion is proposed:
- Revision: Identify the section of the handbook to which revision is proposed: IX.H.

2. Proposals should be made in the form of text intended as an addition to or a replacement of, in whole or in part, some current section of the Faculty Handbook.

### Current wording:

#### **Section in the 21<sup>st</sup> edition of the Faculty Handbook (current edition):**

**IX.H. Faculty Transitional Retirement Program:** In 1989, the WKU Board of Regents adopted a plan that permits the reemployment on a special part-time basis of faculty members who retire from full-time service.

Faculty interested in participating in the Transitional Retirement Program should make a written request to the head of the department, who will forward it with a recommendation to the dean of the college. The request and the recommendation of the dean are transmitted to the Provost. The Provost sends to the President those requests that are recommended for funding.

Under this program a faculty member **enrolled in the KTRS program** may be offered the opportunity to teach a **minimum of six (6) and a maximum of twelve (12) semester hours or one hundred (100) days per year.** For each credit hour taught, compensation shall be at a rate of three and one-eighth percent of his or her nine-month salary base prior to participation in the **modified** program. At such a rate retirees could earn up to 37.5% (or 3-1/8 times 12 hours) of their **previous full-time** salary. **Faculty members in the Transitional Retirement Program could be assigned other duties, such as supervision of student teachers or academic advising, if these assignments better serve the needs of the department and the University.**

Participants in the Transitional Retirement Program are subject to an annual performance review of their teaching or related assignments, and annual increases in their salary would be based on that review.

Those accepted in the retirement program will be placed in a special part-time faculty category for a maximum period of five years. During this period the faculty member will receive, in addition to the aforementioned salary, **appropriate staff** benefits. After the special **tenured** faculty category period, the faculty member will be fully retired.

Faculty candidates for transitional retirement should be given priority in receiving summer teaching assignments during the summer before the year of retirement.

The Board of Regents considers the requests recommended by the President. The best interest of the University, as related to its educational programs and mission, must be considered in the application of this policy.

Proposed wording: (Please also see copy of the Board of Regents Agenda and Action attached)

**Faculty Transitional Retirement Program:** In 1989, the WKU Board of Regents adopted a plan that permits the reemployment on a special part-time basis of faculty members who retire from full-time service.

Faculty interested in participating in the Transitional Retirement Program should make a written request to the head of the department, who will forward it with a recommendation to the dean of the college. The request and the recommendation of the dean are transmitted to the Provost. The Provost sends to the President those requests that are recommended for funding.

Under this program a **full-time** faculty member may be offered the opportunity to teach a maximum of twelve (12) semester hours, or **work in an administrative (non-teaching) capacity** for one hundred (100) days, **or some appropriate combination of the two, during a fiscal year period**. For each credit hour taught, compensation shall be at a rate of three and one-eighth percent of his or her nine-month salary base **immediately** prior to participation in the **Transitional Retirement Program**. At such a rate retirees may earn up to 37.5% (or 3-1/8 times 12 hours) of their **most recent nine-month faculty** salary.

Participants in the Transitional Retirement Program are subject to an annual performance review of their teaching or **other** assignments, and annual increases in salary are **subject to such** review **and funding availability**.

Those accepted in the **Transitional Retirement** Program will be placed in a special part-time faculty category for a maximum period of five **fiscal** years. During this period the faculty member will receive, in addition to the aforementioned salary, **selected** benefits **as administered through the Department of Human Resources**. After the special faculty category period, the faculty member will be fully retired.

Faculty candidates for transitional retirement should be given priority in receiving summer teaching assignments during the summer before the year of retirement.

The Board of Regents considers the requests recommended by the President. The best interest of the University, as related to its educational programs and mission, must be considered in the application of this policy.

**Red** highlighted areas in the current Handbook section have been removed.

**Green** highlighted areas in the Amendment are additions.

### 3. Rationale for amendment:

As recorded in the February 19, 2014 minutes of the Council of Academic Deans, the proposed changes were discussed. A motion was passed to support the recommended changes, but action was postponed due to a pending Bill (HB 333) in the Kentucky Legislation that would have required someone to be age 60 or older to participate. HB 333 did not pass.

In accordance with Article 1, Section 2.C. of the *Bylaws of the Board of Regents*, on July 24, 2015, the WKU Board of Regents voted to approve Action Item EX-1 as submitted by the Executive Committee (see agenda and action item attached). Following is the rationale for each proposed change:

1. Clarify that the program is for “full-time” faculty members.
2. Remove the language that restricted the program to only those faculty enrolled in the KTRS Program. When the Faculty TRP was first adopted in 1989, there were no Optional Retirement Plans available. ORP became effective in 1996.
3. Some faculty in TRP prefer to teach less than 6 hours in a given semester and therefore the “minimum of six (6) semester hours” requirement was removed. The maximum of (12) twelve semester hours is mandated by State regulation.
4. Wording was added to allow faculty who held administrative appointment at the time of entry into TRP the opportunity to either teach, work in administration, or a combination of the two.
5. Language was added to clarify that the 37.5% (or 3-1/8% times 12 hours) would be calculated on the retiree’s nine-month faculty base salary so that those who were also receiving an administrative increment would not be eligible for higher potential earnings than those who were not.
6. The “other duties” sentence was eliminated due to redundancy as the item is addressed in the modification listed in #4 above.
7. Modification was made to the “annual performance review” section as a result of the expansion of TRP opportunities listed in #4 above.
8. The words “appropriate staff” were removed because faculty are not staff even if they hold and administrative appointment at the time of entry into the TRP.
9. The word “tenured” was removed because at the time that a faculty member enters the TRP, he or she no longer holds tenure in his or her department.