

**LOYOLA UNIVERSITY NEW ORLEANS
PHASED RETIREMENT PLAN FOR TENURED FACULTY**

WORK PLAN - TWELVE MONTH FACULTY

Eligible faculty members who seek to enter the Phased Retirement Program must submit as part of their Phased Retirement Election an approved Work Plan. The terms of this Plan will specify the exact duties to be performed by the faculty member, as well as any services, facilities, and support to be provided by his or her department and college during the period of phased retirement. Before the faculty member's Phased Retirement Election can be approved by the Provost, the Work Plan must be mutually acceptable to the faculty member and Department Chair and approved by the appropriate Dean. To remain benefits eligible, it is expected that faculty members will work an average of at least 20 hours a week in years 1, 2, and 3 on teaching, research, and/or service activities.

Proposed Duties and Responsibilities (attach additional sheets as necessary):

Date: _____

Faculty Member: _____

Department/Program: _____

Terms of teaching duties (one semester at full-time or three semesters at half-time teaching duties):

Year One:

Fall: _____ Spring: _____ Summer: _____

Year Two:

Fall: _____ Spring: _____ Summer: _____

Year Three:

Fall: _____ Spring: _____ Summer: _____

"It is understood that faculty on a 12-month contract is entitled to a month of vacation. Half-time employment would be defined as five and a half months at full-time or eleven months at half time."

Teaching:

Courses per semester (list titles and course numbers): _____

Other teaching duties (including seminars, lectures, undergraduate or graduate advising, clinical or field supervision, mentoring, etc.):

Research:

Research and publication plans: _____

External grant and contract activities, laboratory supervision, and other research activities:

Service:

University, College and Department committee assignments (cannot include Promotion and Tenure Committee):

Professional association activities, outreach, and other service activities:

Facilities and Equipment Provided:

Office space: _____

Laboratory space: _____

Clerical or other assistance: _____

Computer or other equipment: _____

Other agreed provisions: _____

Faculty Member Signature: _____ Date: _____

Department/Area Chair Signature: _____ Date: _____

Dean Signature: _____ Date: _____

Provost Signature: _____ Date: _____