TO: Deans

Department Heads

FROM: Beth Lofquist

 Interim Provost

DATE: August 21, 2013

SUBJECT: Phased Retirement Documents

On the website (link below) you will find information that has been distributed to all faculty eligible for the phased retirement program. I urge you to read through the information and become familiar with the material. Below are deadlines that have been set for the 2013-2014 academic year.

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| Information packets sent to all eligible faculty | August 21, 2013 |
| Information Sessions | Monday, September 9th 12:00-1:00 (Catamount Room)Tuesday, September 10th 12:00-1:00  (Catamount Room)  |
| Negotiation Period  | September 25-November 1, 2013 |
| Proposed Application and Reemployment Agreement finalized in department and dean’s office  | November 4-November 15, 2013 |
| Proposed Application and Reemployment Agreement due to the Provost from the Department Head and Dean | November 25, 2013 |
| Application with the detailed work plan and General Release Form returned to faculty member from the Office of the Provost | December 2, 2013  |
| Signed Application and Release returned to Department Head from faculty member and forwarded to Greg Hodges. | January 17, 2013 |
| Last day to revoke release  | 7 days from the date it is signed  |

If you have any questions, please contact Greg Hodges at 828-227-7495.

<http://www.wcu.edu/about-wcu/leadership/office-of-the-provost/resources-for-faculty-and-staff/academic-procedures-and-regulations/index.asp>