

TO: Deans
Department Heads

FROM: Kyle R. Carter
Provost and Sr. Vice Chancellor

DATE: September 5, 2007

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 2007-2008 academic year.

Information packets sent to all eligible faculty	September 1, 2007
Information Sessions	Tuesday, September 18 th 12:20-1:20 (Catamount Room) Wednesday, September 19 th 12:35-1:35 (Cardinal Room)
Negotiation Period	September 20 – October 19, 2007
Proposed Application and Reemployment Agreement finalized in department and dean's office	October 19-November 1, 2007
Proposed Application and Reemployment Agreement due in Office of the Provost from the Department Head and Dean	November 2, 2007
Application with the detailed work plan and General Release Form returned to faculty member from the Office of the Provost	November 19, 2007
Signed Application and Release returned to Department Head from faculty member	January 18, 2008
Last day to revoke release	7 days from the date it is signed

If you have any questions, please do not hesitate to contact Beth Tyson Lofquist at 828-227-7495.

<http://www.wcu.edu/provost/resources/PhasedRetire.htm>