

You do not have an absolute right to participate in the Program. Western Carolina University may limit participation in the Program in response to a *bona fide* finding that financial exigencies prohibit enrollment in the Program or that further enrollment will substantially weaken academic quality or disrupt program sequence. Western Carolina University may also set caps to limit the number of Eligible Faculty Members who may participate in the Program.

If you choose to enroll in the Program, you may participate in all employee benefit programs for which you are eligible. These programs are outlined on the enclosed information sheet.

If you decide to participate in the Program, you will be asked to sign a release as a condition of your entering the Program. You are encouraged to consult with your attorney and financial advisors before making a decision to enter the program. A decision to enter the Program is binding once made. However, the period of phased retirement may be terminated at any time if you and Western Carolina University both agree.

Informational meetings will be held in the Cardinal Room on the 2nd floor of the University Center at the following times:

Tuesday, September 18 th	12:20-1:20	Catamount Room, UC (bag lunches welcome)
Wednesday, September 19 th	12:35-1:35	Cardinal Room, UC (bag lunches welcome)

You are encouraged to attend one of these meeting where officers who have been designated to provide information to eligible faculty members will be available to answer any questions you might have about the Program. The officers will also be available as a resource at any time.

This letter has outlined the details of the Phased Retirement Program. The Program documents include a Program Summary, A UNC Phased Retirement Application and Reemployment Agreement, a General Release, and Application Procedures. Except for minor changes involving dates and an addition to a paragraph in the General Release, these documents are identical to those documents.

We know that decisions regarding retirement are both emotional and difficult. The Phased Retirement Program is intended to make the process easier and to facilitate difficult decisions by allowing one to continue to participate in academic life and the mentoring of students while preparing for the future. We hope you will agree that the Program is a beneficial one.

Sincerely,



Kyle R. Carter
Provost