
Phased Retirement Policy

Version: 2.0

Responsible University Official: Provost

Version Effective Date: Jan. 11, 2025

1.0 Definition

Phased Retirement. Phased retirement reflects a contract status of a faculty member. It is a privilege awarded to some faculty, not a right afforded to all.

It is premised on a defined period of time during which a SLU-employed faculty member serves at less than a 100% appointment. At the end of the phased-retirement period, the faculty member's employment at the University ends and the former employee is officially "retired" (see [Faculty Retirement Policy](#)).

Note: As a contract status, "phased retirement" is entirely separate from "emeritus faculty" status (a "type" of faculty per the Faculty Manual); eligibility for or approval of one has no bearing on the other, at any time.

2.0 Phased Retirement Duration

Phased retirement plans cannot be established for less than one academic year and the maximum period of phased retirement is **three academic years**. Accordingly, a faculty member may serve on a phased retirement plan for any of the following periods:

- *One academic year*
- *Two academic years*
- *Three academic years*

Final determination of the duration of phased retirement will be made by the Provost, upon the recommendations of the chair (if applicable) and dean.

3.0 Phased Retirement Appointment Levels

There are three appointment levels available for phased retirement:

- **75% Appointment** (which maps to approximately 30 hours per week/16 workload units of work for SLU)
- **51% Appointment** (which maps to approximately 20 hours per week/12 workload units of work for SLU)
 - *Note: This sits at 51% instead of 50% to ensure no conflict with labor laws or other regulations premised on concepts such as "less than half-time" or "50% or less"*
- **25% Appointment** (which maps to approximately 10 hours per week/8 workload units of work for SLU)

Any phased retirement plan is premised on the 100% contract duration of the faculty member prior to the initial phased retirement period (i.e., 9-, 10-, 11-, 12-month contract). However, a faculty member might be able to fulfill 100% of their annual phased retirement work commitments in one academic term per the approval of their Dean and the Provost. Compensation will be prorated consistent with the appointment level approved.

4.0 Eligibility for Phased Retirement

All full-time faculty who meet **each** of the following three requirements are eligible **to apply for** phased retirement:

1. Faculty must have completed at least 10 years of continuous full-time service at Saint Louis University;
2. Faculty must have attained at least age 55 by the time the faculty member commences phased retirement; and
3. Faculty must have attained at least age 56 by the time the faculty member completes phased retirement.

Being eligible to apply for phased retirement in no way implies or guarantees the approval of an application for phased retirement (see section on application process below).

Faculty who worked full-time at SLU for some period of time, terminated their employment with SLU for some period of time, and subsequently returned to SLU as a full-time employee may appeal to the Provost for an exception to these eligibility requirements.

Faculty currently (as of the date of the approval of this Policy) on a phased retirement plan remain subject to the terms of their approved plans; they may not “switch” plans based on this new Policy.

However, faculty who, as of the date of approval of this Policy, are within one year of the eligibility age thresholds established in the previously-approved *Faculty Phased Retirement Policy* (archived [here](#)) may choose to apply for phased retirement via the stipulations of that previously-approved policy. This option expires one year from the date this policy is approved.

5.0 Work Allocation During Phased Retirement Period

Per the *Faculty Manual*, work assignments for all faculty, including those on approved phased retirement plans, are made by the governing chair (or equivalent) with the governing dean’s approval, and per the governing department/college/school workload policy.

No workload assignments beyond the allocation agreed to under this policy may be awarded (including but not limited to overload teaching assignments, adjunct assignments, administrative stipends, appointments, etc).

6.0 Application Process

1. An *Application for Phased Retirement* will be available on the Faculty Affairs website.
2. A completed *Application for Phased Retirement* must be submitted to the Office of Academic Affairs

no later than July 1 of the year prior to the first year of the proposed phased retirement period.

3. The completed *Application* will be forwarded for review and recommendation, first to the governing department chair (or equivalent) and then the governing Dean.
4. Applications that have earned the endorsement of both the governing chair and governing dean will be forwarded to the Provost for their determination. The Provost's decision on either granting or denying (or requiring changes to) an *Application* is final.

7.0 Options Within the Phased Retirement Period

Faculty serving on a phased retirement plan may request a decrease in appointment level at any time, to be effective at the start of the next academic year. Requests must be supported by the governing chair and dean, and be approved by the Provost.

For example: A faculty member serving at 75% during the first of their three-year plan period may, at any time, request a reduction to the 51% or 25% level for either the second two years of the plan or the third year of the plan, subject to the Provost's approval.

However, faculty serving on a phased retirement plan may not request a change to a higher appointment level, at any time.

For example: A faculty member serving at 51% during the first of their three-year plan period may not, at any time, request an increase to the 75% level.

Faculty serving on a phased retirement plan may, at any time, choose to fully retire and renounce any remaining time on their phased retirement plan. Whenever possible, such determinations should be communicated formally to the governing chair in advance of the commencement of the final semester of service to SLU.

8.0 Impact of Phased Retirement on Compensation, Eligibility for University Benefits, Sabbatical and Institution-Supported Research Leaves

Compensation

Faculty serving on a phased retirement plan continue to be eligible for annual merit increases in salary to full-time faculty; salary-dependent benefits (such as retirement contributions and life insurance coverage) are based on one's actual compensation at any time during a phased retirement plan.

University Benefits

Faculty serving on phased retirement will continue to be eligible for all employee benefits afforded to full-time employees during the entire period of their phased retirement, regardless of the appointment level (or duration) of the phased retirement period.

Institution-Supported Research Leaves

Faculty serving on phased retirement plans are not eligible for sabbatical or any related institution-supported research leave.

To ensure that all employees are well-informed about the implications of phased retirement on their compensation, relationship to the University, and eligibility for various benefits, all faculty considering phased retirement are strongly encouraged to consult with the Office of Human Resources prior to submitting an application.

9.0 Approvals

This policy was:

1. Approved by CADD: Dec. 18, 2024
2. Approved by the Provost: Jan. 11, 2025