

**Voluntary Faculty Retirement Incentive Program for  
Lecture Track Faculty  
Emory College of Arts & Sciences**

**Overview**

The following is a description of the Emory College of Arts & Sciences Voluntary Faculty Retirement Incentive Program for Lecture Track Faculty, which provides flexibility in teaching responsibilities to eligible Lecture Track Faculty members who agree to retire within a specified time period. The decision to participate is purely voluntary.

**This opportunity reflects the current needs and resources of Emory College of Arts and Sciences and may be withdrawn or altered at any time in the future. This special incentive is offered to eligible lecture track faculty members who (1) submit an application for participation in the Program no later than April 1, 2019 and (2) will retire no later than August 31, 2020.**

Whether the Voluntary Faculty Retirement Incentive Program will be reinstated at any time thereafter is entirely at the discretion of Emory, and faculty members should not anticipate that this or any other retirement incentive or transition program will be available after April 1, 2019. Moreover, Emory reserves the right to discontinue this Program at any time before April 1, 2019 in its sole discretion, although it will honor commitments to LTF who have applied for this incentive and are in the transition period set forth below.

**Eligibility**

- All Lecture Track Faculty (LTF) who will reach age 65 as of the selected Retirement Date.
- Must meet the criteria for retirement with benefits (age at least 55, at least 10 years of service, age plus service equal at least 75) at the time of retirement under the program.
- Emory College of Arts & Sciences may choose to exclude certain faculty in key positions or roles.

**Voluntary Retirement Incentive Program for LTF**

This retirement option recognizes the contributions made by LTF over many years and offers eligible LTF members an opportunity to reduce their teaching responsibilities in their final year of employment with a one-year transition period and no mandatory teaching load. A Lecture Track Faculty member may opt to retire sooner than the final year of his or her termed appointment.

The following terms will apply:

- Faculty member receives 100% salary for one academic year (September 1-August 31), with no required teaching duties (the “transition period”). A participating faculty member may elect, with the approval of the department/program chair/director, to teach a less-than-full-time teaching load during the transition period, but the performance of such teaching duties will not entitle the faculty member to any additional compensation.
- Applications to participate in the Voluntary Faculty Retirement Incentive Program must be received no later than April 1 of the calendar year in which the transition period is to begin. For example, a faculty member who intends to retire at the end of the 2018-2019 academic year must submit an application by April 1, 2018.
- Continue all active employee benefits for the transition period, in accordance with the terms of such plans.
- Employment with Emory will end on August 31 at the end of the transition period.
  - Example: LTF member notifies the Dean’s office on April 1, 2018 that they wish to elect retirement under this Program. During fall semester 2018 and spring semester 2019, LTF

teaches 0 courses at full compensation. LTF's employment with Emory ends on August 31, 2019.

#### **Application Process:**

- A faculty member may apply to participate by completing the application form and returning it to Senior Associate Dean of Faculty Carla Freeman.
- If approved to participate in the retirement incentive program, the faculty member must also sign, return, and not revoke a Retirement Agreement and General Release form that will be provided by the Dean's office.

#### **Important General Points about Retirement**

- Faculty members may be eligible to elect to participate in Emory's retiree medical plan after they retire from Emory, subject to the rules of that plan (such as that they be participating in the active medical plan at the time of retirement).
- Space demands in the College require flexibility regarding the on-going assignment of faculty offices. Office space cannot be guaranteed if the faculty member is no longer teaching full time; however every effort will be made to identify office space for teaching faculty.
- Faculty members may keep their Emory-provided office computer, if it is more than one year old. Additionally, the computer must be submitted to ECAS IT so that licensed software can be removed. You will maintain access to your Emory email and Office365; however, you will no longer have access to Box or any other Emory licensed software previously installed on the computer. ECAS IT will no longer be able to provide technical support for the computer.
- Under certain circumstances, LTF may be offered the opportunity to teach on a per-course basis after retirement. Such arrangements will be established in consultation with the Senior Associate Dean of Faculty and appropriate Department Chairs and Program Directors.

#### **Important Points about the New Voluntary Retirement Incentive Program**

- Faculty members who participates in the Emory College Voluntary Faculty Retirement Incentive Program for LTF must sign and not revoke the "Retirement Agreement and General Release" form that will be provided to them by the Dean's office. The Retirement Agreement and General Release must be signed within the time limit set forth in that document and promptly returned to the Senior Associate Dean of Faculty.

#### **Emory University Emeritus College**

- All retired faculty are eligible for membership in the Emeritus College (<http://www.emory.edu/emergitus/>). Active faculty are also welcome as members, and becoming a member in advance can be one way of easing the transition into retirement.
- The Emeritus College offers a newsletter on retiree healthcare choices. The newsletter is not meant to be a substitute for the information available from Human Resources, but can be helpful not only in choosing a plan, but in estimating retiree healthcare costs.
- The Emeritus College also offers a structured one-on-one retirement mentoring program for faculty contemplating retirement.
- The Emeritus College publishes a twice-monthly newsletter, available to any interested faculty member.
- For information about any of the above, or additional information about faculty retirement, contact the Director, Professor Gray Crouse at [gcrouse@emory.edu](mailto:gcrouse@emory.edu).

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**FAQ**

**Why was the new program established?** The Voluntary Faculty Retirement Incentive Program for Lecture Track Faculty reflects the current needs and resources of ECAS and is designed to help eligible faculty consider and plan for retirement by offering a retirement transition incentive.

**Who is eligible?**

The Voluntary Faculty Retirement Incentive Program for Lecture Track Faculty (LTF) is available to LTF who will be age 65 or older as of the selected retirement date. (Under certain circumstances faculty under the age of 65 may be considered eligible to apply).

To be eligible, faculty who will be at least age 65 at the time of retirement must also meet the university's criteria for retirement with benefits, where age plus at least 10 years of service must equal at least 75 at the time of retirement. Emory College of Arts & Sciences may choose to exclude certain LTF in key positions or roles.

**Will there be any change to Emory's retirement benefits if I take this offer?**

Faculty electing to participate in the Program will remain eligible for all University retirement benefits, such as access to the library, email, parking, etc. (see <http://hr.emory.edu/eu/benefits/retireebenefits/retirees.html>).

**Healthcare Insurance:** Faculty members may be eligible to elect to participate in Emory's retiree medical plan after they retire from Emory, subject to the rules of that plan (such as that they be participating in the active medical plan at the time of retirement). Faculty considering retirement are encouraged to contact the Emory Human Resources Benefits Department to discuss medical insurance concerns, Medicare options, etc. Contact the Benefits Department at 404-727-7613 or [hrbenef@emory.edu](mailto:hrbenef@emory.edu).

**What is the retirement incentive?** LTF will receive 100% salary for one academic year (September 1-August 31), without teaching duties. Faculty who prefer a reduced teaching load (vs. 0% teaching) may make such arrangements in consultation with their chair/director. However, no additional compensation will be paid for such voluntary teaching activities, and compensation for the transition academic year would not surpass 100% of annual salary.

**What resources are available to determine if now is a good time to retire?**

The Emory University Emeritus College (<http://www.emory.edu/emeritus/>) offers a structured one-on-one retirement mentoring program for faculty contemplating retirement. The Emeritus College also offers a newsletter on retiree healthcare choices. The newsletter is not meant to be a substitute for the information available from Human Resources, but can be helpful not only in choosing a plan, but in estimating retiree healthcare costs.

A full list of retirement resources and relevant university contacts can be found [here on the Emeritus College website](#).

For information about any of the above, or additional information about faculty retirement, contact the Emeritus College Director, Professor Gray Crouse, at [gcrouse@emory.edu](mailto:gcrouse@emory.edu).

Additional information on retiree benefits can be found on the Emory University [Human Resources website](#).

**If I choose to retire, what resources will be available to me to still stay involved with Emory?**

One of the best resources is the [Emory University Emeritus College](#), which offers an array of programming for retired faculty. Many retired faculty also have become involved as teachers or participants in the [Osher Lifelong Learning Institute](#) at Emory, which is administered by Emory Continuing Education.

**Will I still be able to teach in the future?**

Under certain circumstances, retired LTF may be offered the opportunity to teach on a per-course basis. Such arrangements will be established in consultation with the Senior Associate Dean of Faculty and appropriate Department Chairs and Program Directors.

**Can I retain my office space?**

Office space cannot be guaranteed if the faculty member is no longer teaching.

**Can I keep my computer?**

Retired faculty will be allowed to keep their Emory-provided office computer, provided that it is more than one year old. Additionally, the computer must be submitted to ECAS IT so that licensed software can be removed. Retirees will maintain access to Emory email and Office365, but will no longer have access to licensed software installed on the computer. Emory IT will no longer be able to provide technical support for the computer.

**Useful Website Links**

Emory University Emeritus College  
<http://www.emory.edu/emergitus/>

Emeritus College Retirement Resources  
<http://www.emory.edu/emergitus/retirement-resources/index.html>

Retirement Benefits, Emory University Human Resources  
<http://www.hr.emory.edu/eu/benefits/retireebenefits/retirees.html>

Retirement Eligibility, Emory University Human Resources  
<http://hr.emory.edu/eu/benefits/retireebenefits/retiringfromemory.html>