

# North Dakota State University

## Policy Manual

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### SECTION 360

#### EARLY RETIREMENT

SOURCE: SBHE Policy Manual, Section 703.1  
NDSU President

1. Early retirement may be offered by the administration of NDSU as specified in SBHE Policy 703.1. This policy is governed by the provisions of SBHE Policy 703.1. Early retirement is not an entitlement but requires mutual agreement and written consent of both the employee and the administration. Early retirement may not be used as a device to circumvent the due process procedures for dismissals under SBHE rules and it is available only when the institution has documented the benefits resulting from the agreement.
2. Eligibility. This policy only applies to tenured faculty, the president, vice presidents, deans and officers of the institution who report directly to the president, the provost, or a vice president, or dean. The sum of the employee's age and total years of employment with the ND University System must equal 70 or greater.
3. Process. An eligible employee wishing to pursue an early retirement agreement will submit a formal request in writing to his or her direct supervisor, who will notify the relevant Vice President or, in the case of faculty, the relevant Dean and the Provost. This request should include the employee's expected date of retirement, the number of years of service, and birthdate. This request must be made at least six months prior to the expected date of retirement. The Vice President or Provost will inform the President of the request and contact the Director of Human Resources and Payroll to discuss options.
4. Evaluation. The Vice President or Provost will discuss the request with the employee and determine whether the benefit to NDSU is sufficient to merit approval of the request. The Vice President or Provost will negotiate the terms of the early retirement agreement with the employee. All costs associated with the early retirement agreement must be borne by the college or unit. The terms must be approved by the Director of Human Resources and Payroll and the President. The Director of Human Resources is responsible for executing ND University System [Early Retirement Agreement](#) form and routing it for signatures.

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#### HISTORY:

Amended	April 24, 1987
Amended	March 8, 1993
Amended	June 1994
Amended	October 1997
Amended	September 2000
Amended	July 2001
Amended	October 2007
Amended	September 16, 2016