

1. Name of Faculty Requesting Phased Retirement: \_\_\_\_\_

2. Department/College: \_\_\_\_\_

3. Specific information used for making decision: \_\_\_\_\_

Basis for Decision:  Cost Savings  Re-Organization

4. Cost:

Type of Cost	FY	FY	FY
a. Current Annual Salary	\$	\$	\$
b. LESS: Phased Annual Salary	\$	\$	\$
c. Salary Savings (a-b)	\$	\$	\$
d. LESS: Salary of new hire to perform duties not covered due to Phased Retirement; and/or	\$	\$	\$
e. LESS: any salary increases or additional payments to other employees for transferred duties	\$	\$	\$
f. Total Cost Savings (c-d-e)	\$	\$	\$

5. Duties to be transferred what position(s) and percent of time:

6. Duties to be eliminated and percent of time:

7. If re-organization will occur, please attach a current and proposed organizational chart.

Additional comments:

Department Chair/Head/Dean Signature \_\_\_\_\_

Date \_\_\_\_\_