

1 California State University, Long Beach
2 POLICY STATEMENT
3 March 22, 1985

4 Number: 85-12
5 File: Retirement

6 The policy statement, recommended by the
7 Academic Senate in its meeting of May 9, 1985,
8 approved by the President on May 22, 1985.

9 SUBJECT: **PROPOSED GUIDELINES AND POLICIES FOR**
10 **PARTICIPANTS IN THE FACULTY EARLY RETIREMENT PROGRAM**
11 **(FERP) AND IN THE PRE-RETIREMENT REDUCTION IN TIME BASE**
12 **PROGRAM (PRTB)**

13 Contractual Basis for Early and Pre-retirement Program

14 The contractual agreements concerning the rights and responsibilities of faculty
15 members who are participants in the Faculty Early Retirement Program (FERP) and Pre-
16 retirement Reduction in Time Base Program (PRTB) are detailed in Article 29 and 30 of
17 the Memorandum of Understanding. The rules and regulations governing these programs
18 are provided in documents available from the Office of Academic Personnel.

19 It is the obligation of each prospective FERP/PRTB participant to become
20 completely familiar with these documents prior to deciding to accept either of the
21 available program.

22 Notice of Intent

23 An eligible faculty member who elects to participate in one of these early retirement
24 programs must file a written Notice of Intent with the President or the Vice President for
25 Faculty and Staff Relations at least six months prior to the beginning of the fall semester,
26 with copies of the notice forwarded to the appropriate Department Chair and School
27 Dean. The University President or designee has the right to determine the semester or
28 semesters of employment after consultation with the candidate and the Chair of the
29 Department and the Dean of the School involved.

30 To facilitate advanced planning for course assignments during the period of
31 employment, the prospective retiree is encouraged to provide the Department Chair or
32 equivalent with a Notice of Intent at least one academic year prior to participation in the
33 FERP or PRTB program along with a request for the preferred semester(s) of
34 employment. The Notice of Intent must specify the date when retirement will begin.

35 Planning for the Semester of Employment

36 Once the Department Chair has been informed of the intention of a faculty member
37 to participate in the FERP or PRTB program, the Department Chair, in consultation with
38 the candidate, shall determine possible assignments during the semester(s) of
39 employment. The candidate may file with the Department Chair a list of all the courses
40 offered in the order of preference, along with preferred days and times. Because of
41 curricular demands, the need for continuity of course offerings, and related staffing
42 demands, the assignment of the candidate's preferred choice of courses, days, and
43 teaching hours may not always be possible. However, the participant has the right to a
44 reasonable work assignment during the semester(s) of employment.

45 Responsibilities and Duties of Participants

46 During the semester or semesters of employment an early retired and pre-retired
47 faculty member is required to perform duties, responsibilities, and activities normally
48 expected of full-time faculty members. This provision will be applied on a pro-rata basis
49 when the participant has a reduction in time base.

50 Participants may apply for assigned time at the department, school, and/or
51 University levels in accordance with eligibility requirements. Even when eligible,
52 priority may be given to non-retired, full-time faculty members because of limited
53 resources.

54 Participants are eligible and are encouraged to serve on department, school, and
55 University committees whose work assignments are normally completed during the
56 semester of employment. Participants who serve for one semester only are not eligible to
57 serve on certain department, school, and University councils and committees, including
58 the Academic Senate; appointment of Human Subjects Committee; Animal Protection
59 Committees, Professional Leave Committees; periodic evaluation for probationary
60 faculty; Post-Tenure reviews; and student grade appeal committees, or serve as the Chair
61 or Director of student graduate thesis committees.

62 Assignment of Office Space

63 Participants are entitled to assigned office space during the semester of employment
64 and during the semester of non-service. However, since office space is very limited,
65 participants must be willing to be relocated to two-person and multi-person offices. It
66 shall be the responsibility of the Department Chair, in consultation with the participant, to
67 agree on appropriate office space. It shall be the responsibility of the participant, when
68 given a new office location, to make arrangements through the Department Office for
69 University Plant Operations to move personal property, materials, books, equipment, et
70 cetera, to the newly assigned office space.

71 Privileges Extend to Participants

72 Privileges extended to participants in the FERP/PRTB programs shall include voting
73 rights during the semester(s) of employment in all department, school, and University

74 elections; guest parking during the non-service semester and summer sessions; use of the
75 campus dining and recreational facilities; discounts for certain commercial attractions;
76 and library privileges. During the non-employment period, first-class mail will be
77 forwarded to the home address.

78 EFFECTIVE: Fall 1985

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