



Consultantship Agreements

College of Arts & Letters

AY Faculty

- Tenure system faculty members appointed prior to January 1, 1992 who meet the retirement eligibility requirements may serve their final year before retirement on a terminal consultantship basis with agreed upon duties involving at least a half-time assignment provided there were no compensated leaves in the five years immediately prior to retirement.
- A consultantship can only be one year full pay but with 50% work assignment. Anything else is not an official consultantship.
- Effective dates of retirement either 5/16 (standard date) or 1/1. Special date of 8/16 if teaching the summer after the consultantship.
- **Consultantship agreements must include:**
 1. Dates of consultantship.
 2. Effective retirement begin date.
 3. Outline of proposed duties during the period.
 4. Statement that this will be a one-year full pay with half time assignment.
 5. *Signature of faculty, agreement should include signature lines for chair and Dean.*
- **SEND CONSULTANTSHIP AGREEMENT TO SONJA FRITZSCHE, ASSOCIATE DEAN FOR PERSONNEL, ADMINISTRATION & UNDERGRADUATE EDUCATION.**
- **THE FACULTY MEMBER WILL NEED TO SUBMIT THEIR OWN RETIREMENT FORM WITH ALL APPROVALS VIA SAP AND ATTACH THE SIGNED CONSULTANTSHIP AGREEMENT TO RETIREMENT FORM.**
- At the end of the consultantship period, a report on the accomplishments is to be submitted to the department chairperson/school director or dean of a non-departmentally organized college **within thirty (30) days of the completion.**

CONSULTANTSHIP INFORMATION:

- Standard effective date of retirement is 5/16 or 1/1. **IF** they are teaching summer after consultantship (see last bullet below) then the effective retirement date will be 8/16.
- Dates of consultantship for the academic year will be 8/16/XX-5/15/XX.
- If faculty will be teaching the summer following the consultantship. The faculty will need to state in the comment box on the SAP retirement form that they are requesting a special retirement date of 8/16 because they will be teaching summer courses. Provost will need to approve this request after they submit.