

## Voluntary Phased Separation Program for Faculty

### I. Policy Statement

An optional voluntary phased separation program is available to full-time faculty members at Old Dominion University ("University"). It permits qualified faculty to phase down their workload in the final years of their career and provides opportunities for a phased approach to separation. It responds to the expressed desires of faculty to move into retirement gradually, and may facilitate advance planning for departments, schools, and colleges.

### II. Eligibility

A full-time faculty member is eligible to participate in the Voluntary Phased Separation Program if they are at least 55 years old and have completed at least 10 academic years of full-time employment as of the date their phased separation would commence. Faculty in full-time administrative positions are not eligible for the program until they vacate the administrative position. Thus, phased separation will be only for those performing teaching, research, and service duties under faculty appointments. Executive vice presidents may disregard this requirement of faculty appointment if it is deemed to be in the best interests of the University.

### III. Participation and Compensation

- A. **Phase-Down Period:** Eligible faculty members may apply to take a reduced workload over a phase-down period of one year to three academic years, followed by retirement at the end of the phase-down period.
- B. **Workload During the Phase-Down Period:** The workload of faculty members participating in the program would be a 50% workload as specified by the chair and approved by the Dean and the appropriate executive vice president. This workload could be distributed throughout the academic year. However, with the agreement of the department chair or school director, formal class teaching duties may be executed in one semester, with mentoring and service obligations continuing through the academic year.
- C. **Tenure:** Faculty in the midst of a Voluntary Phased Retirement may not serve on committees that require members to be tenured. Otherwise, participants have the same academic freedoms and responsibilities as other faculty members and have access to all grievance and appeal procedures available to non-tenured members of the faculty who are not participating in the program.
- D. **Compensation and Benefits:** An appointment under this policy would be compensated by a salary equal to 50% of the participant's previous academic year's base salary, enhanced by 50% of the cost of medical insurance. Basic and Optional Life insurance coverage will be based on the participant's 50% annual salary. Participants will continue to be eligible for annual raises, bonuses, or merit increases.

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Participants will continue to be enrolled in the university's retirement plans (Virginia Retirement System or Optional Retirement Plan) with university and employee contributions based on the 50% salary.

- E. **Limitations on Participation:** Eligible faculty members do not have an absolute right to participate in the phased separation program. Departments, schools, colleges, or the university may limit participation in the program if there is a finding that financial circumstances prohibit enrollment in the program by the eligible faculty member or if enrollment in the program would substantially weaken academic quality or disrupt program sequence within the department, school, college or the university. Further, a department, school, college, or university may each establish a cap or limit on the number of eligible faculty members who may enter the phased separation program.

- F. **Procedure for Participation:** Faculty eligible and interested in participating in the Voluntary Phased Separation Program must work with the chair/director and relevant Dean to develop a mutually agreeable transition appointment and set of duties for a period of one to three years leading to the date of full retirement. This transition appointment proposal must be finalized and submitted to their chair/director by October 15, preceding the fall semester in which they intend to begin the phase down. Eligible faculty with joint appointments between two or more departments, schools, or colleges must receive approval from each of the chairs and deans.

A Dean may refuse to recommend or may alter a proposed transition appointment based on legitimate institutional need. If a faculty member objects to a dean's alteration or refusal to recommend a faculty member's proposed transition appointment, the appropriate executive vice president may review the dean's decision or proposed modifications. A final determination of whether the disapproval or an alteration of a proposed transition appointment is based on legitimate institutional need will be made by the appropriate executive vice president. Examples of legitimate institutional needs are such situations as the unavailability of another person to offer a particular required course or the need for the individual's exclusive expertise for an externally funded research grant.

To participate in the Voluntary Phased Separation Program, an eligible faculty member must complete a Voluntary Agreement and General Release. When a transition appointment has been agreed to by the eligible faculty member, chair, Dean, and the appropriate executive vice president, the faculty member's Voluntary Phased Separation Agreement will be forwarded to the Division of Academic Affairs for processing. An eligible faculty member's Voluntary Phased Separation Agreement must be signed by the faculty member, the faculty member's Dean, and the appropriate executive vice president for it to be final and binding.

Once the appropriate executive vice president has signed the Voluntary Phased Separation Agreement, the agreement to retire within the term specified is final and binding. However, nothing in the program precludes a participating faculty member from terminating their phased separation in favor of complete retirement at any time.

#### IV. Administrative Provisions

The University may make exceptions to the requirements of the Voluntary Phased Separation Program as the President and the appropriate executive vice president jointly determine.

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to be in the best interests of the University. In addition, the University reserves the right to formally amend the existing provisions of the Voluntary Phased Separation Program or to terminate the Voluntary Phased Separation Program as it deems appropriate.

-Approved by the Board of Visitors  
June 16, 2011  
-Transitioned to University-Level Policy  
December 10, 2021

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<https://www.odu.edu/sites/default/files/documents/BOV1440.pdf>

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[Mention was removed] It's included in the list at the bottom of this website under "rescinded" policies, which is a misnomer. The policies have largely been "reclassified" not rescinded. It directs you to the Faculty Handbook: <https://www.odu.edu/about/policiesandprocedures/bov>

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