

**College of William and Mary  
Faculty Retirement and Return to Work Policy**

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**1. Purpose**

This policy outlines a program to assist the College's tenured faculty in transitioning from full-time active service to retirement and to facilitate the possible subsequent part-time reemployment as a temporary restricted employee. Subsequent reemployment will be permitted on a case-by-case basis in the College's discretion, consistent with unit staffing needs and with consideration of financial and other factors.

**1. Background**

The Virginia General Assembly passed legislation in spring 1988 making it possible for institutions of higher education in the Commonwealth to propose retirement incentive plans for tenured faculty at or over the age of 60. Any such program must be funded by the institution's own resources and must meet the applicable requirements as specified by the *Code of Virginia* and the Appropriations Act.

**2. Policy**

This policy allows part-time reemployment of selected retired faculty as temporary restricted faculty. The program shall be called the Faculty Retirement and Return to Work (FRRW) program.

**2.1 Program Objectives**

1. To allow selected retired faculty to return to reduced, temporary and part-time teaching responsibilities at a proportionally reduced salary while receiving – but no longer accruing – retirement benefits.
2. To provide the College some added flexibility in hiring new, replacement faculty.

3. To allow the College the benefit of continuing service by qualified teachers toward the end of their academic careers.

## **2.2 Eligibility for Participation in the FRRW Program**

Participants in the program must:

1. must be at least 60 at the time and must not be 67 before August 1 or January 15 of the semester in which they would return to work. If less than age 60, have a minimum of thirty years of service to the Commonwealth, when participation in the program begins, i.e., when one begins teaching as an adjunct in the semester following retirement and the signing of an FRRW agreement;
2. have retired and surrendered tenure;
3. have been, at the time of their retirement, a faculty member with tenure or a contractual right to continued employment;
4. have at least ten years of full-time service at the College of William and Mary (full-time service may include periods of leave with full or partial pay, and selected periods of leave without pay in which full benefits were provided);
5. have a finding of satisfactory in teaching on the most recent post-tenure review, or a satisfactory evaluation of teaching in the last three years of annual merit evaluations;
6. have withdrawn from active membership in the *Virginia Retirement System* (VRS) or *Optional Retirement Plan* (ORP); and
7. sign a binding FRRW agreement at a time in compliance with applicable state and federal laws.

## **2.3 Major Program Elements and Terms**

Part-time reemployment as a temporary restricted faculty member may be considered a desirable option for faculty who would like to utilize their professorial talents but with a reduced workload. A primary criterion in the approval of an employment arrangement must be the enhancement of the academic or research program of the academic unit.

Faculty members may assume part-time, temporary restricted teaching roles where their expertise will make a significant contribution to the employing unit. By utilizing temporary employment, the College hopes to make it possible for long-term faculty to remain actively involved in the life of the College while reducing their professorial responsibilities.

The following guidelines apply to the part-time temporary restricted employment program. These guidelines are intended to ensure compliance with VRS rules, the Code of Virginia and the provisions of the Internal Revenue Code:

1. Part-time, temporary restricted employment following retirement is not a faculty right, but is arranged on mutual understanding of the faculty member, and the department chair and program director, if applicable, with the approval of the dean.<sup>1</sup>
2. The faculty member must have been retired – that is, he or she must have actually ceased employment and been removed from the College’s payroll – for a minimum of 30 days during what would be a normal pay/work period for that employee.
3. The temporary work after retirement cannot be identical to the work performed prior to retirement. Typically this requirement can be satisfied by reemployment performing part, but not all, of the faculty member’s prior duties – for example, by reduced teaching (with research not an expectation of reemployment).<sup>2</sup>
4. The faculty member may not return to a position that provides retirement benefits. The College will cease contributions to the faculty member’s VRS or ORP at the effective date of their retirement from their full-time faculty position. If reemployed, the faculty member will be in a part-time, temporary restricted position that does not accrue retirement benefits.
5. Any agreement for reemployment (a “FRRW agreement”) must be in writing, but may not be offered until after retirement. The agreement will specify the nature and duration of the assignment and the amount of compensation. The percentage of salary shall be pro-rated for the work assignment (i.e. the salary will be proportional to the pre-retirement salary).
6. Typically, the term of employment under a FRRW agreement will be one year, annually renewable on mutual agreement for up to a total of five years. The FRRW agreement should be reevaluated annually, or on a similar periodic cycle based on the term of the assignment. In the normal course of events, no salary increases will be provided during the term of the agreement, i.e., no mid-year raises.
7. Faculty in the FRRW program may work no more than 50% and no less than 20% of a normal faculty work schedule during the period of reemployment as a part-time, temporary restricted faculty member. Instructional responsibilities are based (proportionately) on typical assigned loads for senior faculty in that unit (“typical” – meaning usual teaching obligations for faculty without endowed

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<sup>1</sup> If the department chair does not approve the request, an Arts & Sciences faculty member may appeal to the A&S Dean. In the professional schools, if a dean does not approve the request, a faculty member may appeal to the Provost.

<sup>2</sup> The focus of this program is on teaching. Part-time reemployment in the FRRW Program will be based on instructional responsibilities (not for research, writing, or publishing). Exceptions for research in all units or advisory services at the School of Marine Science will be reviewed on a case-by-case basis.

professorships, named chairs or administrative responsibilities). The faculty member may request a release from the teaching obligations in the agreement with timely notice (see Section 3.3 below)

8. Appropriate office/professional space (perhaps shared) and reasonable access to clerical support and departmental operating resources may be furnished.

### **3. Procedures**

#### **3.1 Reemployment Agreement.**

An agreement for reemployment as a part-time, temporary restricted faculty member after retirement may be negotiated and signed only after retirement. The reemployment agreement will be made only upon the satisfaction of the requirements outlined under Section 2.3 above and the other terms of this Policy. The FRRW agreement should be approved by the department chair and program director, if applicable, and the dean. The department must complete a Part-Time Faculty Authorization for Payment.

Prior to retirement, a faculty member may notify his department of his interest in participating in the program.

#### **3.2 Criteria for Approval.**

It is understood that participation in the FRRW Program is not an entitlement and is not guaranteed. In addition to satisfaction of the requirements described in Sections 2.2 and 2.3, above, chairs, directors, and deans must certify that there will be no negative budgetary or instructional impacts within the unit as a consequence of an agreement. In the normal course of events, deans are not to approve such requests if they have reasonable concerns that the unit's instructional capacity or financial well-being will be harmed by its approval. Other grounds for denial may include: 1) lack of confidence in the retiree's teaching skills or ability or 2) insufficiency of funds released by the retirement to allow the dean to fill the vacated tenure line position in a timely manner.

#### **3.3 Termination of Agreement.**

The College may terminate a signed FRRW agreement only for cause. Under normal circumstances, such cause may include: 1) financial exigency, 2) failure of the part-time, temporary restricted faculty member satisfactorily to perform his/her duties, or 3) violation of any College policy as described in the *Faculty Handbook* that would warrant a severe sanction. Notification will be provided no less than two months prior to the faculty member's next teaching assignment and the faculty member may appeal such termination to the dean or provost as appropriate.

A part-time, temporary restricted faculty member may terminate his/her agreement with timely notice to the chair and director, where applicable, and the dean. Timely notice shall be considered to be sufficient time to replace or cancel scheduled courses

with no negative impacts on the curriculum or student progress. Should a part-time, temporary restricted faculty member wish to cancel his/her teaching on a one-time basis (i.e., for one semester) as a consequence of his/her health or the health of an individual for whom he/she is the primary care-giver, the FRRW agreement may be allowed to continue in force by timely mutual agreement.

Approved by the Faculty Assembly, April 2006

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