

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 he 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

79 SH:jp

80 ESC052485

81 APLPS6631b

82