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# Tenure Reduction Program

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# Workshop Agenda

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## 🔺 Overview (Ken)

🔺 Basic information

🔺 Application procedure and form

🔺 Letter of agreement

🔺 Addendum to agreement

🔺 Issues and questions

## 🔺 From theory to practice (Jen)



# Eligibility

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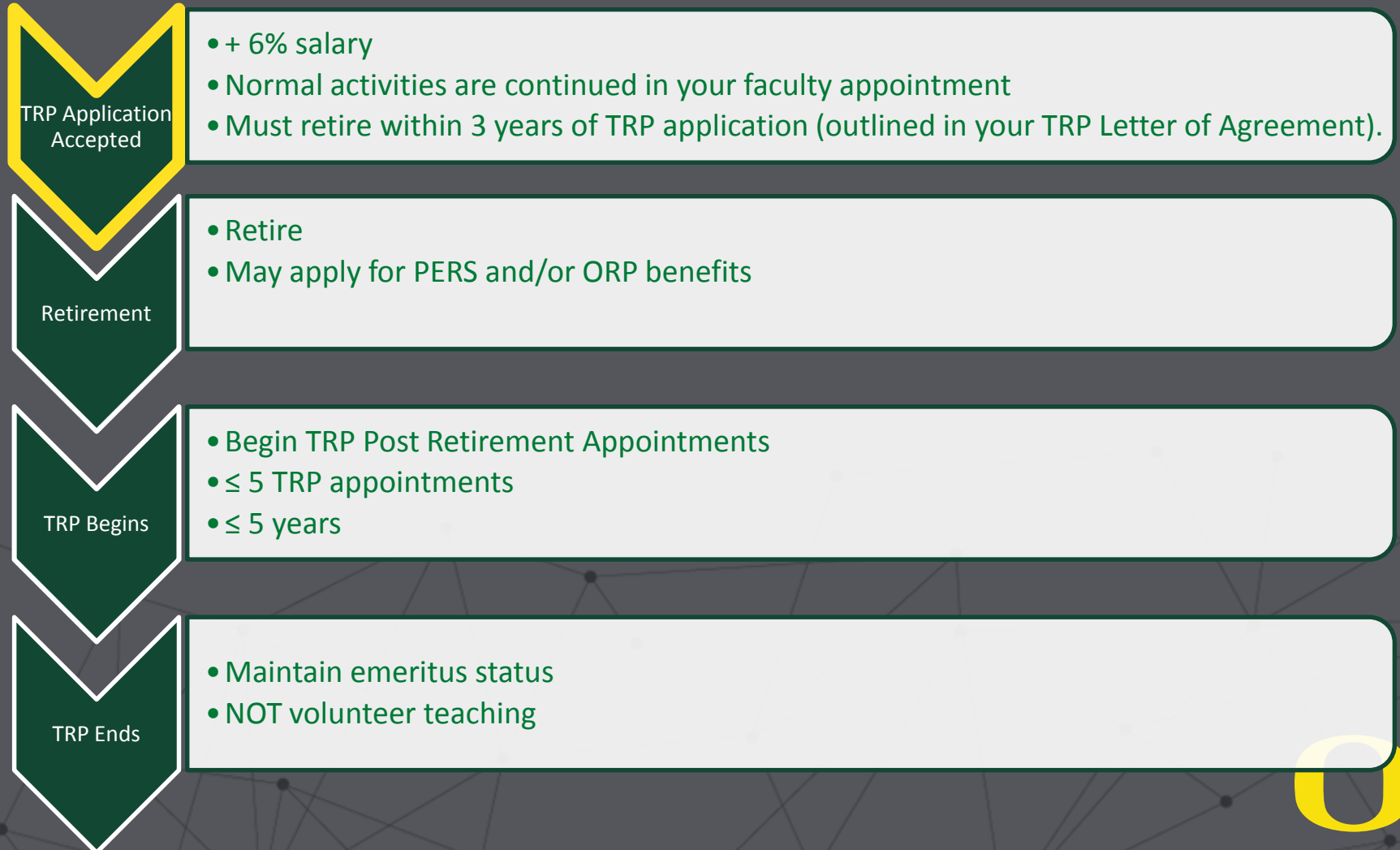
- ❖ Tenured faculty member
- ❖ Eligible to retire within next three years

Please refer to:  
Article 31 of the Collective Bargaining Agreement

Available as PDF at:  
<http://academicaffairs.uoregon.edu/>



# The TRP Timeline



# TRP Salary Adjustment

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⬡ + 6% of base salary

⬡ One-time increase

⬡ Effective based on timeline in signed letter of agreement



# Future Salary Increases

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- ❖ TRP faculty are eligible for merit increases and any across-the-board increases



# Duration of Full-Time Employment

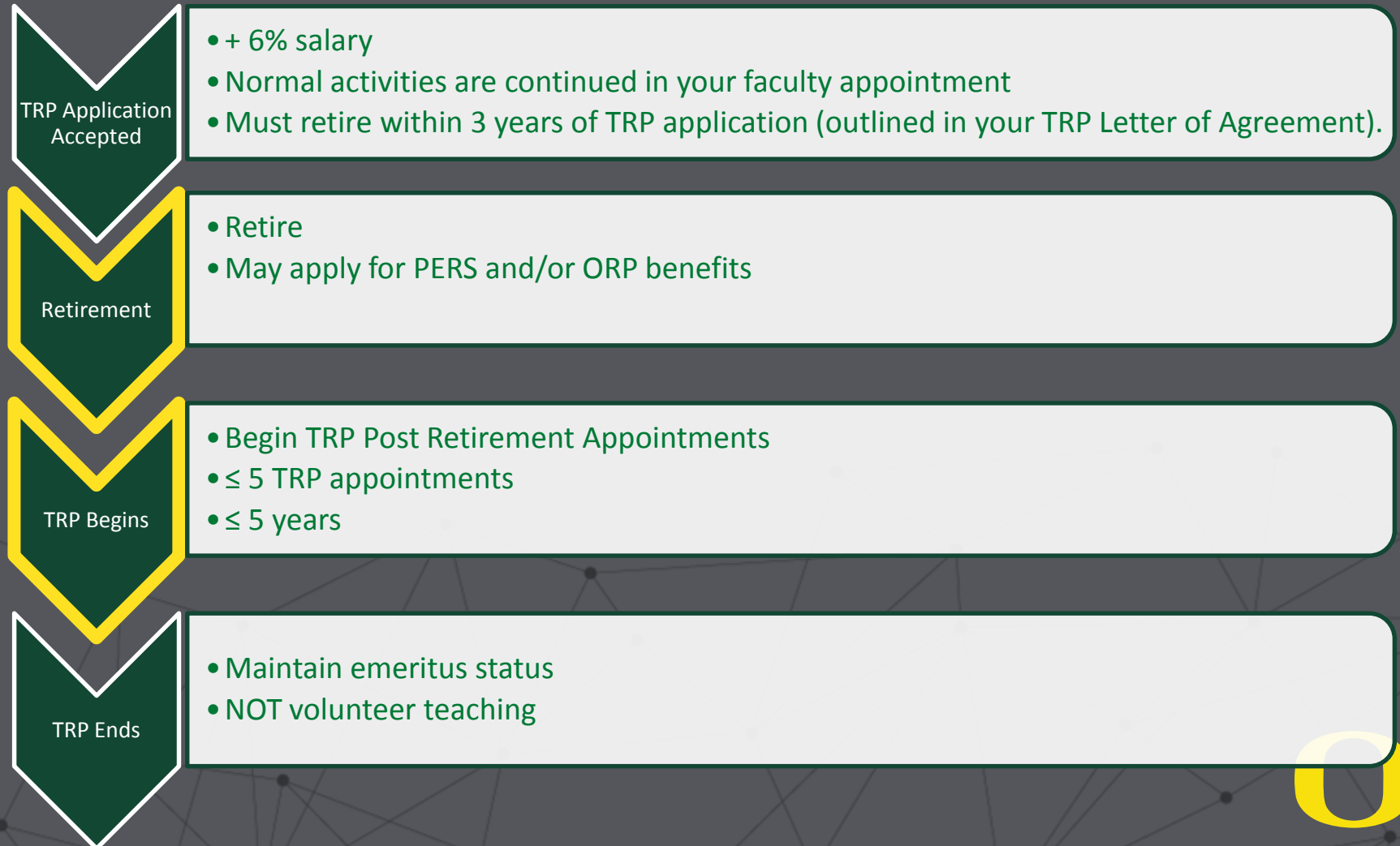
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- ⚡ *Must* retire no later than three years following entry into terms of TRP agreement
- ⚡ *May* retire earlier than that





# The TRP Timeline



# Duration of Part-Time Employment

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- ❖ Post-retirement, a maximum of five TRP appointments over up to a five-year period
- ❖ One TRP appointment (instructional):
  - ❖ One term at 1.0 FTE = 2 courses
  - ❖ Two terms at 0.50 FTE = 1 course per term
- ❖ One TRP appointment (520 hours) equates to:
  - ❖ 0.33 annual FTE (9-month employees)
  - ❖ 0.25 annual FTE (12-month employees)



# Part-Time Employment, cont'd

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- ❖ All TRP appointments must be within the time period stated in the letter of agreement
- ❖ TRP faculty retiring before full retirement age for Social Security may subsidize earnings by working up to 1039 hours per calendar year

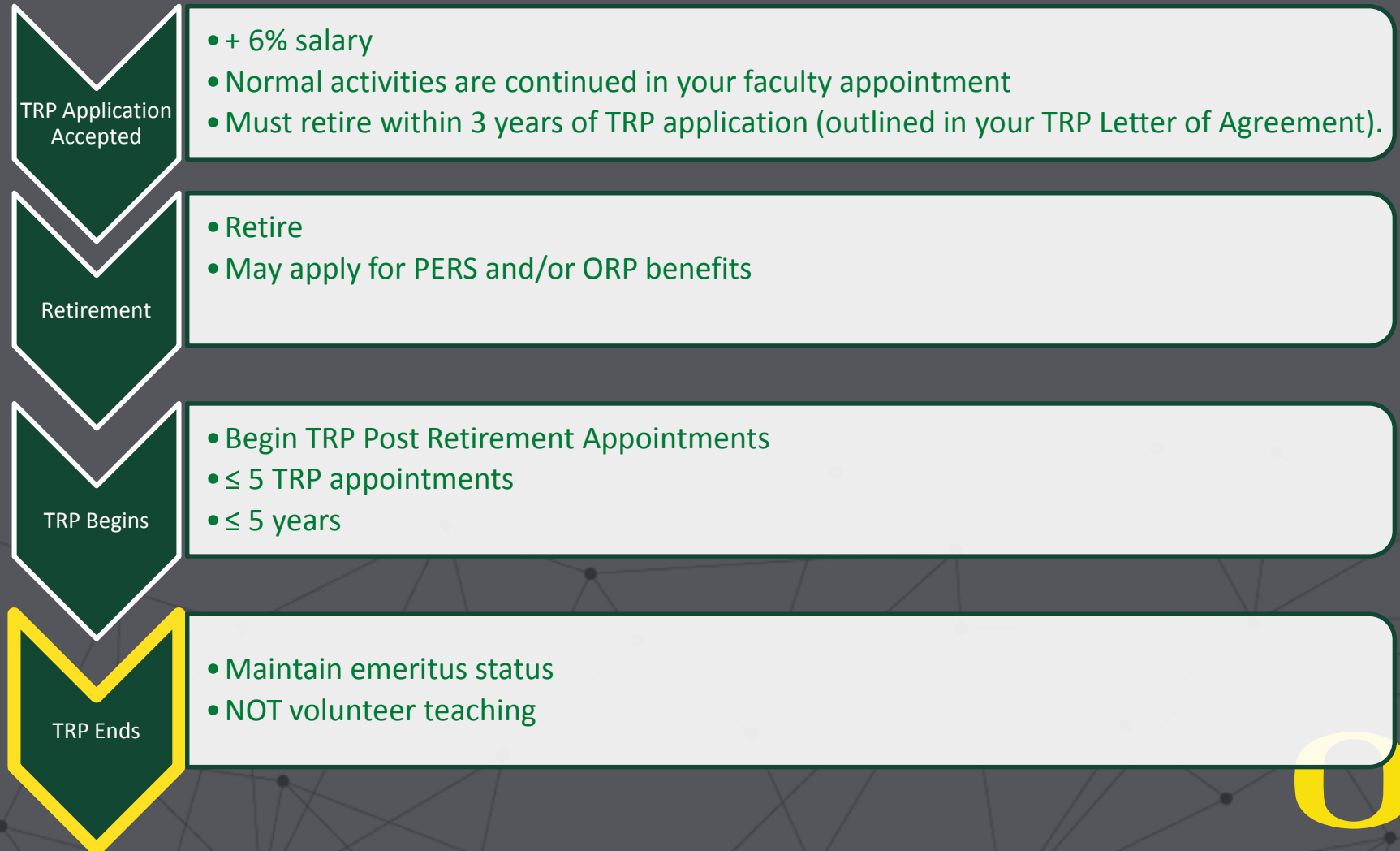
<https://www.ssa.gov/planners/retire/agereduction.html>

## ❖ No limit if ...

- ❖ at full retirement age for Social Security
- ❖ not in PERS (hired after 1996, didn't elect PERS in OEP)
- ❖ haven't applied for distribution from PERS account



# The TRP Timeline



# Application Form

<https://hr.uoregon.edu/trp-application>

<https://hr.uoregon.edu/law-trp-application>

**University of Oregon  
Tenure Reduction/Relinquishment Program  
APPLICATION**

Name  UO ID  Birth Date

Department/School/Unit

Current Appointment Period:  
September 16 - June 15:   
July 1 - June 30:   
Other (specify):

Please check one option below.

**Option 1: Tenure Reduction**

Effective date of tenure reduction, typically at the end of a term. No later than:   
(Maximum of three years after year in which tenure reduction agreement is signed.)

Requested number of years of part-time employment:    
(Maximum of five years for a total of five TRP appointments.)

**\*\*Attach required addendum describing specific assignment.\*\***

**Option 2: Tenure Relinquishment**

Effective date of tenure relinquishment, typically at the end of a term. No later than:



# Sample Letter of Agreement

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*Dear Professor [Last Name]:*

*You have recently applied to the University for a reduction of the tenured appointment you now hold. The purpose of this letter is to notify you that your application has been accepted, and to set forth the terms and conditions of the agreement between you and the University. The dates as projected in this agreement remain in effect for 60 days from the date of issuance. If unsigned after 60 days, re-negotiation of this agreement is required.*

- 1. You will retire and reduce your full-time tenured appointment no later than [Date]. Your tenure after that date will be continued at no more than 33% annual appointment percentage until no later than [Date]. You will serve no more than five TRP appointments (1.0 FTE for a term or ~ 520 hours) within the time period of the dates given in this Tenure Reduction Program agreement. The 33% annual appointment percentage equates with one TRP appointment per calendar year funded by the University of Oregon. The maximum allowable hours a retired person can work is 1039 each calendar year. When deemed mutually beneficial, possible arrangements may be made with the individual's department to work the additional hours.*
- 2. In consideration of your agreement to reduce your full-time tenured appointment, you will receive as of [Date] a salary increase of six percent of your base salary as of [Date]. It is possible that this salary increase may not be included in the salary base used by PERS.*

# Sample Addendum to Agreement

<http://hr.uoregon.edu/sample-addendum>

<https://casweb.uoregon.edu/trp-addendum>

<https://hr.uoregon.edu/law-trp-addendum>

## **REQUIRED ADDENDUM TO TENURE REDUCTION PROGRAM LETTER OF AGREEMENT**

*As part of our efforts to improve the collaborative planning between department heads and retired faculty, we now require each TRP agreement to include an addendum specifically outlining responsibilities, expectations and other considerations developed by the faculty member and his or her department head. Mutual trust and respect are keys to working out these agreements. Both the needs of the department and the desires and qualifications of the retiree should be considered when reaching agreement about the responsibilities and expectations during reduced FTE appointments.*

*The agreement should spell out, in some detail, the distribution of FTE per term and the specific expectations in the areas of teaching, research, and service. To the extent possible, the agreement should anticipate expectations for the duration of the reduced tenure appointment. TRP faculty should receive a brief annual review, which documents their activities, evaluates their performance in meeting the agreed-upon expectations, and sets goals for the next academic year. The addendum may be modified by mutual consent as a result of changing needs and/or annual reviews of performance during the period of the reduced tenure appointment.*

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**Complete and sign. Obtain Department Head signature (when applicable) and the Dean.  
Submit with signed Tenure Reduction Program application.**

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# TRP Assignments

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- ❖ Traditionally limited to teaching credit-bearing courses
- ❖ Can include credit-bearing courses in Portland
- ❖ Under this traditional model:
  - ❖ One term at 1.0 FTE of TRP = two courses
  - ❖ Two terms at 0.5 FTE of TRP = one course per term
  - ❖ Concomitant research and service assumed



# TRP Assignments, cont'd

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- ❖ Course assignments can be made in other units, with prior approval of home and target departments and Dean(s)
- ❖ Assignments are in-load assignments
- ❖ External support returns to the school or college
- ❖ Enrollment is financial responsibility of department and school or college

# Non-Traditional TRP Assignments

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- ❖ Deans hold authority to structure assignments
  - ❖ Administrative assignments of benefit to UO have been approved, but only under special circumstances. Prior approval from Academic Affairs is required.
  - ❖ Non-credit-bearing courses/programs
  - ❖ NCSA, AHA, other study abroad programs
  - ❖ Fee-based programs



# TRP Appointments and Distribution

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- ❖ Five TRP appointments over five years
- ❖ Unused appointments lost when clock expires
- ❖ Can be front-loaded or delayed (within the five-year period) with departmental and Dean approval
- ❖ Consult with HR Benefits Office to evaluate impacts on your retirement plan



# TRP and Department Standing

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- ❖ Full faculty rights, responsibilities, and standing during any term of appointment, in accord with unit Internal Governance policy
  - ❖ Participation in department deliberations
  - ❖ Participation in promotion and/or tenure decisions
  - ❖ Participation in searches

# Other (sometimes delicate) Issues

- ❖ Office may be reassigned at any time after retirement



- ❖ May be asked to share an office
- ❖ Ineligible for new ASA funds
- ❖ Only you can initiate discussion of your consideration of or planning for TRP
- ❖ History of problems with teaching may lead to rejection of a TRP application

# Questions?

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