

To: Tenured Faculty  
From: Joel E. Anderson  
Date: April 18, 2016

**Tenured Faculty  
Voluntary Early Retirement Window**

With the approval of Dr. Don Bobbitt, President of the University of Arkansas System, UALR is offering a window of time during which a retirement incentive will be available to all tenured faculty who meet eligibility requirements.

The following memorandum outlines the eligibility criteria, the benefits, and the window of time during which an early retirement agreement may be executed.

TO: Tenured Faculty  
FROM: Joel E. Anderson  
RE: Voluntary Early Retirement Window – Tenured Faculty with a minimum of 10 years of service and whose years of service and age total 70 or more  
DATE: April 18, 2016

Arkansas law authorizes the Board of Trustees to enter into early retirement agreements with tenured faculty members provided a net saving in personnel costs is achieved. In an early retirement agreement, a tenured faculty member gives up tenure in exchange for a benefit. Any campus plan of implementation must secure the approval of the University of Arkansas System President and conform to any applicable University of Arkansas System policies and also state and federal laws and regulations. Early retirement agreements are voluntary on the part of both the applicant and the university.

Purpose

The University of Arkansas at Little Rock is engaged in an ongoing effort to reduce operating costs and to increase the efficiency and effectiveness of its programs and services. This early retirement window for tenured faculty is aimed at reducing operating costs and increasing the efficiency and effectiveness of the university's programs and services.

Eligibility Provisions

1. The faculty member is tenured.
2. The faculty member has a minimum of 10 years of continuous full-time service at UALR.

3. The faculty member's age plus years of service total 70 or higher.

The faculty member's age and years of service will be the age and years of service on the effective date of retirement.

In determining years of service, fractions of years half or more will be rounded up and fractions of years less than half will be rounded down. For nine-month tenured faculty, one academic semester is half a year, and for 12 month tenured faculty, six months is half a year.

4. Tenured faculty who are receiving long-term disability insurance benefits or workers compensation are not eligible to participate in the early retirement program.

### Benefit

Tenured faculty with nine month appointments who meet the eligibility requirements stated above will receive a cash benefit equal to half of their Academic Year 2015-16 salary, exclusive of other compensation or enhancements. Tenured faculty with twelve month appointments who meet the eligibility requirements stated above will receive a cash benefit equal to half of their annual 2015-2016 salary, exclusive of other compensation or enhancements. The cash benefit, subject to withholding, will be disbursed on August 31, 2016, regardless of retirement date. Faculty will have the option of having a portion of the dollars contributed directly to the university approved retirement plans, TIAA-CREF or Fidelity, on August 31, 2016, and the remainder on January 15, 2017, subject to any limits of applicable law.

Note: Nine-month faculty prepay health insurance premiums for the summer months.

As with all early retirement packages and in light of Arkansas law, savings over seven years must be shown on the worksheet that accompanies the application.

### Window of Opportunity; Application Deadline

A tenured faculty member may retire effective on either June 30, if he/she is a 12 month tenured faculty or August 15, 2016 for 9 month faculty.

The faculty member seeking an early retirement agreement must submit a written application to the Office of the Provost by May 2, 2016.

### Right to Shorten or End Availability Period

The university reserves the right to shorten or to close the window of opportunity at any time if continuation is judged inconsistent with university interests or program stability.

### Faculty Member Advised to Seek Advice

Prior to making the decision to seek an early retirement agreement with the University, the faculty member is advised to seek advice and counsel of attorneys, accountants, financial advisors, and others who can aid him or her in making an informed decision about participating in the early retirement program.

### Application and Approval Process

Voluntary Early Retirement application forms may be obtained from the Provost's Office or downloaded at <http://ualr.edu/policy/home/facstaff/voluntary-early-retirement-tenured-faculty>.

The applicant should inform the appropriate chair or unit head and dean of the faculty member's intention to retire. The completed form should be submitted to the Office of the Provost.

The Provost will review the applications, and those which meet eligibility requirements will be forwarded to the Chancellor.

After the Chancellor has reviewed the applications, those approved will be recommended for approval to the President and the Board of Trustees.