

**UNIVERSITY OF NORTH CAROLINA AT WILMINGTON
PHASED RETIREMENT PROGRAM FOR TENURED FACULTY
PROGRAM ELIGIBILITY WORK SHEET**

Open Enrollment September 1 – November 25, 2009

Attach this work sheet to the Application

1. Review of Application Materials & Release

Name of Faculty Member: _____

Tenure Department: _____

Date Applicant Packet Received: _____

2. Certification of Eligibility

ORP or TSERS Service Date: _____

Age as of 8/1/10: _____

UNCW Service Date: _____

Phased Retirement Eligibility Date: _____

3. Faculty / Human Resources Conference

Date of Faculty/HR Conference: _____

HR Representative: _____

4. Date Work Plan Discussed with Chair: _____
[You must allow at least two weeks prior to the application deadline to negotiate half-time work plans.]

5. Date Application Submitted to Chair: _____
[You must attach this form to your application when submitted to the chair] **DEADLINE 12/10/2009**

6. Review & Approval of Applications

Date Chair's Review Completed: _____

Date Dean's Review Completed: _____

Date Provost's Review Completed: _____

7. Certification of Priority _____

Human Resources will check caps & prioritize completed applications, as necessary.