

University of North Carolina at Chapel Hill

Phased Retirement Program (PRP)

FAQs from Deans and Department Heads

Q: Why did I, as a dean or department head, receive the Phased Retirement Program (PRP) eligibility for enrollment letter?

A: All academic deans and department heads receive the PRP eligibility and enrollment information so they have access to the same materials PRP-eligible faculty members receive. A department head is the negotiating party with an applying faculty member. It is important that both parties receive, read, and understand the same PRP information. As the [Phased Retirement Program for Tenured Faculty Regulation](#) explains, after the faculty member expresses interest in the PRP and department head sign a PRP application, it is sent to the dean for signature.

Q: Is it possible for a faculty member to receive an eligibility-for-enrollment email and not be eligible?

A: Yes, a faculty member may receive information on PRP if personnel data is not accurately denoted for a faculty member at the time communication is sent. Each individual's eligibility criteria is verified by Human Resources at the time the faculty member submits an application for the program.

Q: When do the 45-day review and 7-day revocation time periods begin?

A: The [Phased Retirement Program for Tenured Faculty Regulation](#) explains that upon department head, dean and provost approval, the faculty member will be provided via email, finalized versions of both the Agreement and Release to consider and sign. As required by the Age Discrimination in Employment Act (ADEA), the faculty member will have up to forty-five (45) calendar days to sign and return the Agreement and the Release to the UNC Benefits Team. The [Phased Retirement Program for Tenured Faculty Regulation](#) explains that once an application is fully executed, the commitment to enter the PRP becomes irreversible if no written revocation is submitted from the faculty member to the department head within the seven (7)-calendar day revocation period. The 45 day review period begins date of the email sent, while the 7 day revocation period begins as of the date all parties (dean, department head and faculty member) have signed the agreement.

Q: What should I consider when working with the faculty member on his or her work plan?

A: The Office of Faculty Affairs reviews all PRP work plans prior to recommending them for the Provost's approval. The Office of Faculty Affairs may return any work plan for additional details. The most common reason a work plan is returned to an applicant is that it is unclear whether the effort described is half-time effort, as required. For example, if a PRP applicant only states that she will teach two classes per year, then this presumes that her current workload is to teach four classes and nothing else (no research, service, student mentoring, etc.). This would be unusual and cause for the Senior Vice Provost for Faculty and Academic Affairs to request a revision, which will require new approvals from the Department Head and Dean. Ideal work plans include a brief description of the applicant's current responsibilities as important context for evaluating the reasonableness of the PRP work plan.

More Questions?

For questions, please contact Joe Williams, Senior Director of Benefits, Leave Administration & Total WellBeing by email at joe_williams@unc.edu or by phone at 919-843-7874.