



## Full Tenure Relinquishment Program Application and Agreement Procedures

### Faculty Member:

1. Review and become familiar with the program policies, available at website: <http://hr.oregonstate.edu/manual/tenure-relinquishment>.
2. Visit with the Employee Benefits staff at University Human Resources if you have questions about your retirement options.
3. Discuss options for continued employment with your unit or department chair/head, including timing of resignation or retirement, length of possible academic wage appointment, duties to be performed and initial work schedule.
4. Obtain and complete the Application and Agreement form, available at website: <http://hr.oregonstate.edu/manual/tenure-relinquishment>. Submit completed Application and Agreement form and letter of resignation or retirement to your unit or department chair/head.
5. Your unit or department chair/head will provide you with a position description for the academic wage appointment. If you have questions or concerns, discuss them before you sign and return the position description to your unit or department chair/head. Note: the review and approval process for your application cannot be completed without a position description signed by both parties.

### Unit or Department Chair/Head:

1. Review and become familiar with the program policies.
2. Discuss availability of continued employment with the faculty member. If you have determined that continued employment can be made available to him or her, be prepared to provide information to the faculty member about the length of the appointment (up to 1040 hours for one, two or three years), duties to be performed, and the faculty member's initial work schedule.
3. Review the Application and Agreement form submitted by the faculty member. Indicate the approved number of years of employment on the form.
4. Ensure that the faculty member's letter of resignation or retirement is attached to the form.
5. Complete a position description (PD) for the faculty member's new work assignments; review the PD with the faculty member, and obtain his or her signature on the position description. Sign it. Provide a copy to the faculty member.
6. Forward Application and Agreement Form, resignation/retirement letter, and position description to your dean/vice provost/vice president for review and approval.

### Dean/Vice Provost/Vice President

1. Review Application and Agreement form and approve as appropriate.
2. Forward the Application and Agreement form, signed position description and resignation/retirement letter to the Office of Human Resources (OHR).

### University Human Resources and the Provost

1. University Human Resources will verify eligibility and other pertinent information prior to forwarding materials to the Provost for review and approval.
2. University Human Resources will contact the unit or department chair/head regarding the outcome of the Provost's review. Additionally, the HR Service Center will complete the necessary transactions in Banner and the online recruitment and position description system.