

PROCEDURES FOR ELECTING TO PARTICIPATE IN THE FACULTY EARLY RETIREMENT PROGRAM (FERP)

This documents the procedures that are current practice for electing to participate in FERP.

Consistent with the CSU-CFA Collective Bargaining Agreement (CBA), an eligible tenured faculty employee or tenured librarian shall notify the President in writing at least six (6) months prior to the beginning of the campus academic year that s/he opts to participate in FERP. The President may waive the required notice period.

- A faculty member who is eligible to participate in FERP is to notify the President of their desire to enter the program. The letter (emails not accepted) should include the proposed working schedule and effective date of entering the program.
- The letter is to be addressed to the President with copies to the Dean, Chair and Faculty Affairs.
- The Dean sends their recommendation, via email or letter, of the proposed FERP schedule to the office of Faculty Affairs.
- In the case where the Dean cannot support the requested schedule, the Dean will confer with the department to attempt a mutually acceptable resolution before communicating the Dean's recommendation to Faculty Affairs.
- All documents will be forwarded to the Provost who accepts the request on behalf of the President.
- Upon acceptance of the request, the President signs the letter of appointment that is prepared by Faculty Affairs and copies the Chair and the Dean.