

PROCEDURES FOR APPLYING TO PARTICIPATE IN THE PRERETIREMENT REDUCTION IN TIME BASE PROGRAM (PRTB).

This documents the procedures that are current practice for applying to participate in the PRTB program.

Consistent with the CSU-CFA Collective Bargaining Agreement (CBA), a tenured faculty unit employee requests entry into PRTB at least six (6) months prior to the beginning of the fiscal year or academic year in which s/he desires to participate in PRTB. The President may waive the required request time limits.

A faculty member who is eligible to participate in PRTB is to submit a request to the President of their desire to enter the program. The letter 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 forwards their recommendation of the proposed PRTB schedule to the Provost as an attachment to the request.
- 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 the Provost.
- The Provost forwards the Dean's recommendation to 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.