Faculty Member Participant Steps

1. The faculty member reviews the Faculty Phased Retirement Program (FPRP) guidelines and discusses interest in the program and potential options with the unit executive officer (UEO). (In most cases, the UEO is the unit head or school director. In other cases, the UEO may be the dean, provost, chancellor, or the like depending on the reporting line or unique situation. For example, a current unit head should discuss FPRP options with the dean directly.)
2. The faculty member consults with SURS to determine any impact on their retirement.
3. The faculty member completes the FPRP application form and sends it to the UEO for review.
4. The UEO reviews the application and consults with applicable internal parties such as the faculty and academic affairs, human resources, and business offices to determine operational feasibility of the request.
5. If approved, the UEO sends the request to the college Dean for review. Then the college sends the request to the Office of the Provost and Illinois Human Resources for review and approval. The faculty member should expect a final agreement that formalizes the terms and will need final signatures within 60 calendar days of the original submission to the UEO.

6. If not approved at any level, that level will notify the faculty member in writing of the determination.
7. Upon approval of the application, Illinois Human Resources will send the official FPRP agreement, which will be a binding agreement for final signatures and approval. This agreement shall be executed within 60 calendar days of the final approval as noted in Step 4.
8. Once approved, faculty members will be expected to provide benefits documentation to the unit HR contact to execute the insurance stipend.