

Memorandum of Administrative Policy Voluntary Modification of Faculty Employment Program

Area: Academic Affairs

Section: Faculty Leaves, Retirement, and Dismissal

Number: 04.A.05 AP

Purpose

Each university of the University of Houston System may develop policies and procedures governing voluntary modification of employment for faculty. Such policies must be consistent with those specified herein and must be approved by the Chancellor of the University of Houston System. Applications by individual faculty to participate in this program are reviewed by the university academic administration and must be approved by the appropriate president.

System Policy

Eligibility: Full-time faculty who have reached 55 and have been enrolled in the Texas Teacher Retirement System for at least 10 years, or in an approved Optional Retirement Program for at least 10 years, may be considered for participation.

Qualifications: The following qualifications of employment must apply for those faculty approved for participation in the program:

1. Status as a full-time faculty member is relinquished, including tenure rights upon signature of the agreement in Item 2.
2. Teaching and other work assignments may be negotiated on an individual basis, but may not exceed that corresponding to 50 percent full-time employment for the academic

year. Such negotiated agreement must be in writing and signed by the faculty member and the President.

3. Compensation to the faculty member during the period of voluntary modification of employment shall reflect the negotiated full-time equivalent status.
4. The eligibility of a participant to receive retirement benefits will be governed by state laws and regulations pertaining to such eligibility and, in the case of individuals enrolled in the Optional Retirement Program, the terms and conditions specified by contractual agreement of the individual with the particular provider.

Benefits: The participant shall be entitled to amenities normally afforded full-time faculty to include, but not be limited to, office space, library and parking privileges, and clerical support. In addition, the individual shall have the option to participate in health and life insurance programs to the extent provided by the state or by the university for retirees. Information concerning such insurance benefits is available from the campus benefits office. Participation in the Teacher Retirement or Optional Retirement programs is not available to the participant.

Duration: A negotiated agreement for voluntary modification of employment shall be for one year at a time and may be renewed annually by mutual agreement not to exceed five years.

Revision Log

Revision Number: 1, Approval Date: 1998

Revision Number: 2, Approval Date: 2010