

Phased Retirements

Employee	Completes request for phased retirement and submits to Department Chairperson/Director.
Department	Reviews and if approves, submits to Provost for review.
Academic Affairs	Provost reviews request for phased retirement. If approved, a letter is prepared for the faculty to sign and a PASS Form is prepared and sent to HR.
Department	In subsequent years, A change of status form is prepared by the appropriate department each year to continue the phased retirement. The Change of Status form is routed through the Dean and delivered to Academic Affairs. The Change of Status form can be found at the following link: http://www.indstate.edu/humres/docs/change_of_status_authorization_form_for_Exempt_Faculty.pdf
Academic Affairs	A letter is prepared for the faculty to sign and a PASS Form is prepared and delivered to HR.