

NOTE: Sample letter of appointment for faculty entering Phased Retirement

Date

Name
Address
CB
Carolina Campus

Dear **Faculty Member**:

In accordance with your approved Application and Reemployment Agreement ("Agreement") and General Release, I am pleased to confirm your voluntary decision to participate in the UNC Phased Retirement Program ("Program") effective **7/1/XX**.

Your appointment to the rank of **(rank)** is made under the terms and conditions of the Program. In accordance with the terms of the Program, you have given up your tenured status effective upon entry into the Program. Your duties are specified in the Agreement that you signed on **(date)**.

The following information should be helpful in understanding the appointment.

SERVICE PERIOD: **Nine/Twelve** months, beginning with the effective date

APPOINTMENT BASE: **Department/School**

SALARY: \$ per year, scheduled to be paid in twelve equal monthly installments.

FTE: 0.50 FTE

DURATION: Three (3) years, terminating **6/30/XX**

LEAVE EARNINGS: Leave earnings are prorated based on your FTE. Leave is not paid out at termination.

Your appointment is for the time specified above, and in accordance with the Program, this constitutes notice that at the conclusion of the three-year reemployment period, participation in the Program may not be extended or renewed. This agreement may be terminated by you at any time upon the mutual written agreement of the parties.

Should you have any questions about your appointment, please permit us to respond by contacting your departmental administrator or your dean's office. Questions unable to be addressed by these offices may be referred to Office of Academic Personnel by contacting 919-962-1091.

Sincerely,

Department Chair

cc: Personnel File

I accept the terms and conditions set out in this letter.

Signature

Date