SAMPLE TEXT to be contained in a Phased Transition Plan agreement:

This memo is a follow up to our discussion on <Date> regarding your/my (can be written from point of view of either faculty member or chair) plans to transition to retirement over the next <number of> years. Outlined below is a summary of the effort and duties/commitments that are planned during this period. As long as you do not fall under 30% effort during this period, you will receive University medical, dental and life insurance contributions at the same level that you would as a 100% full-time employee.

Dates: <Insert start and end dates for full agreement>

<Total % support> for the period <date to date year 1>
<% support and source> (e.g., department general funds)
<% support and source> (specific grants/contracts)
<% support and source> (school-wide, e.g., IRB)

During this period, <Name/I> will engage in the following:

Examples include but are not limited to:
Teach Course XYZ
Advise XX students, list names if possible
Chair/serve on XYZ committees
Engage in research XYZ
Review XX junior faculty grants
Other activities

During this time, office/laboratory space will <describe what space will be available>

Repeat for remaining years; okay to leave some wiggle room/set minimums, etc. per discussion.

At the conclusion of this period, and upon full retirement, <Name> will receive a lump sum payment that is equivalent to the published premiums for JHU medical and dental benefits in the year of retirement. Payment amount will be based on rates for individual+partner, over age 65, regardless of individual circumstances and whether you are or plan to enroll in a JHU offered plan.

Sign and date: Faculty member
Sign and date: Department Chair

cc: Janet DiPietro, Vice Dean for Research & Faculty