

Instructions: *This form is ONLY used to notify the Department Chair, Associate Dean for Faculty Affairs and the Dean's office staff of an intent to retire.* All faculty members considering retirement are encouraged to contact Natalie Barron (natalie.barron@rutgers.edu) in the campus Human Resource office for a consultation on the process and steps required depending on the pension plan in which you participate.

NOTE: If submitting a hand-signed copy of this form, please return this form to the FASC Dean's Office at (fas.deans.office@camden.rutgers.edu).

Name: _____

Title: _____

Department: _____

Department Chair: _____

Retirement Date (Last day of work) _____

Are you tenured faculty? ___ Yes ___ No

Length of service at Rutgers University _____

Start date: _____

Signature of Faculty Member

Date

Acknowledgements:

Signature/Date - Department Chair

Signature/Date - Associate Dean for Faculty Affairs

Retirement Resources

[University Human Resources Retirement Page](#)

UHR provides resources on their site to assist faculty considering retirement.

[Faculty Transition to Retirement Program \(FTTRP\)](#)

The FTTRP is a faculty voluntary transition program. Faculty members who meet the eligibility criteria set forth in the FTTRP will have an opportunity to apply to participate in the FTTRP. Participating faculty members will relinquish their tenure by way of retirement in exchange for a term contract as set forth in the FTTRP.

Designation of Retiring Faculty as Emeriti

[Rutgers University Policy 60.5.3](#) Professor Emeritus/a is a title restricted to persons who retire after having served in a full-time professorial capacity at this University ten years or more, or as a full professor at this University for at least five years, plus a sufficient number of years in a professorial capacity in another accredited university or college to make a total of at least ten years. The titles Associate Professor Emeritus/a or Assistant Professor Emeritus/a are not used, all persons entitled to the Emeritus/a designation being “promoted” to Professor Emeritus/a at the time of their retirement.

Retired Faculty and Staff Association

[The Retired Faculty and Staff Association \(RFSA\)](#) serves as the official university-sponsored retiree organization of Rutgers University, and aims to create a structure, programs, and activities that encourage continued engagement of Rutgers faculty and staff who have officially retired from the University.