

UNIVERSITY OF PITTSBURGH PROCEDURE 02-08-01

CATEGORY: ACADEMIC AFFAIRS
SECTION: Faculty Retirement
SUBJECT: Preparation for Retirement
EFFECTIVE DATE: February 10, 1989
PAGE(S): 2

I. PURPOSE

To establish the steps to be taken by faculty members in preparation for retirement.

II. SCOPE

This procedure applies to faculty members at least 62 years of age. Limited exceptions may be made by the Provost or Senior Vice President for the Health Sciences in consultation with the Office of Human Resources to grant official retirement at an age earlier than 62 years, depending upon length of service to the University and other circumstances.

III. PROCEDURE

Faculty Member

1. Elect to retire at any age beginning at age 62.
 - a. An Early Retirement Incentive Plan (ERIP) is available to tenured faculty members who wish to retire between the ages of 62 and 69, providing they have had a least ten years of service prior to the age of retirement. For details about the plan, faculty members should consult the Office of the Provost.
2. To request exceptions to paragraph 1 above, contact the Office of the Provost. See Policy 02-08-01, Preparation for Retirement.
3. Contact the University Benefits Section of Human Resources at least three months prior to anticipated retirement date.
 - a. Any agreement to grant retirement at an age earlier than 62 years must be documented in writing prior to the time the faculty member contacts Human Resources.

Human Resources

4. Schedule an appointment to discuss with the faculty member the various benefits available upon retirement.
5. Arrange group seminars or workshops each year to explain some of the fringe benefits that are automatically available or can be elected by faculty members upon retirement.

IV. REFERENCES

[Policy AC 51, Preparation for Retirement](#) (formerly 02-08-01)

[Policy AC 08, Benefits and Privileges of Retired Faculty](#) (formerly 02-08-02)

