

[THE PURPOSE OF THIS **OPTIONAL** TEMPLATE IS TO HELP CLARIFY FOR DEPARTMENT, COLLEGE, AND UNIVERSITY-LEVEL REVIEWERS HOW THE CURRENT WORKLOAD WILL ADJUST TO BECOME 0.5FTE].

Overview - Percent Faculty Responsibilities by Realm

	Current	In Phased Retirement*
Teaching and Mentoring of Undergraduate and Graduate Students		
Discovery of Knowledge through Discipline-Guided Inquiry		
Creative Artistry and Literature		
Technological and Managerial Innovation		
Extension and Engagement with Constituencies outside the University		
Service to the University and Professional Societies		
SUM OF EFFORT	100%	50%

*It is not required that phased retirement effort be exactly half of the current effort in a realm.

Workplan Duties

[IN EACH REALM, AS APPLICABLE PER THE SFR, DESCRIBE DUTIES THAT WILL CONTINUE IN PHASED RETIREMENT, INCLUDING TIMELINE AND FREQUENCY AS APPLICABLE. SPECIFY DUTIES THAT WILL NO LONGER CONTINUE IN PHASED RETIREMENT. SEE [FAQs](#) REGARDING SUMMER AND OTHER SUPPLEMENTAL PAY LIMITS.]

Teaching and Mentoring of Undergraduate and Graduate Students

- I will continue to....
- I will no longer.....

Discovery of Knowledge through Discipline-Guided Inquiry

Creative Artistry and Literature

Technological and Managerial Innovation

Extension and Engagement with Constituencies outside the University

Service to the University and Professional Societies

Sample Statements	
Unclear:	“I will continue to teach.”
Improved:	“I will continue to teach two classes.”
Clear:	“I will continue to teach two undergraduate courses, as identified by the department head, each spring in each of the three years of phased retirement.”