

CHECKLIST FOR PROCESSING POST RETIREMENT SERVICE PROGRAM AGREEMENTS

The following is a check list of events and documents that may be completed for those individuals who wish to apply for participation in the MTSU Post-Retirement Service Program.

1. Prior Planning

Any faculty member may meet with the Human Resources Officer for information regarding eligibility for retirement and/or the pre-retirement service program. The discussions incur no obligation to retire or to offer a PRSP appointment and are for informational purposes only. Faculty members who plan to use the pre-retirement program should schedule a meeting with the Human Resources Officer prior to completing the following steps.

2. Request to Participate (Exhibit 4)

Each faculty member who wishes to participate may submit to the provost, through his or her department head and dean, a written Request to Participate.

3. Applicant Information Sheet (Exhibit 5)

The Applicant Information sheet may be completed by the faculty member's department head and appended to the Request when forwarded to the dean. A copy of the Applicant Information Sheet may accompany the participation agreement when it is forwarded to Human Resources.

4. Notice of Acceptance or Rejection of Request to Participate (Exhibit 7)

The Request to Participate should, as a minimum, be reviewed by the faculty member's department head, dean, and provost. In any event, the faculty member is to be notified by Human Resources within 45 days of the acceptance or rejection of his or her request to participate.

5. Preparation of the PRSP Agreement (Exhibit 2)

The faculty member's agreement is to be prepared by the faculty member and department head with assistance from the dean or provost, as applicable.