

Section 1: ELIGIBILITY

Faculty and administrative/professional staff age 55 or more with at least 10 years of benefits-eligible service meet VPR criteria.

Name Frank Faculty UserID (PERNR) 00123-45678
 Dept Name Communication and Creative Arts
 Position Type: Faculty Professional/Management/Executive

Section 2: REQUEST DETAILS

The VPR duration is at the discretion of the unit. Maximum allowed is up to three (3) years.

Start Date 8/17/2026 End Date 5/13/2029

Proposed Work Schedule: Please indicate current pay frequency

Academic Year or Fiscal Year (10, 11 or 12 months)

Please indicate percentage of work time planned for VPR transition:

 % for entire term of VPR period OR Variable Schedule - Enter % FTE for each semester below:

Year 1 - Fiscal Year		Year 2 - Fiscal Year		Year 3 - Fiscal Year	
Fall	Spring	Fall	Spring	Fall	Spring
100%	0%	100%	0%	100%	0%

Fall: Fall Semester (Academic Year) or July 1 to December 31 (Fiscal Year)

Spring: Spring Semester (Academic Year) or January 1 to June 30 (Fiscal Year)

Summer session for Academic Year Faculty/Staff is permitted and may be scheduled as approved, but is not part of VPR schedule.

Summarize work adjustments proposed that will align with your reduced schedule:

If the proposed work schedule cannot be captured above, a concise description of special notes, conditions, work period(s), and associated effort must be described below. (Attach additional page if necessary)

Please note:

- My employment may not be supplemented by employment elsewhere at the University.
- I understand I may retire completely anytime during the VPR period.
- The duration of the VPR transition cannot be lengthened nor the percent of my time employed increased.
- My VPR may be reviewed annually to evaluate the needs and financial exigencies of the Department as well as my performance.

Section 3: REVIEWS AND APPROVAL**Requested By:**

Name _____ Date _____

Approved By:

Department Head _____ Date _____

Dean _____ Date _____

Vice Chancellor _____ Date _____