



APPLICATION FOR TRANSITIONAL RETIREMENT

APPLICATION DUE DATE: DECEMBER 1st TO ACADEMIC DEPARTMENT HEADS

Name _____

Application Date _____ Department _____

Initial Semester Requested for Transitional Retirement to Begin (Fall/Spring, Year) _____

Instruction Plan for Transitional Year (Credit hours not to exceed total of 12 for two semesters):

___ Course Credit Hours Planned to Teach in Fall Semester

___ Course Credit Hours Planned to Teach in Spring Semester

Number of years that applicant is seeking to participate in transitional retirement: ____.

Note: The maximum participation in transitional retirement is three years, and a new application must be submitted each year to be considered. See Section IV (F) of the *Mesa State College Professional Personnel Employment Handbook*.

Recommendation/Comments by Department Head (due to VPAA by December 10):

___ Recommend approval

___ Do not recommend approval

Comments:

(Department Head)

(Date)

Recommendation/Comments by Vice President for Academic Affairs (due to President by December 15):

___ Recommend approval

___ Do not recommend approval

Comments:

(Vice President)

(Date)

Action by President:

___ Approved

___ Not Approved

(President)

(Date)