

## **Flexible Work Arrangements for Transition to Retirement by Tenured Faculty & Permanent Librarians**

The [University System of Maryland \(USM II-2.10\)](#) and [Towson University \(TU 02-02.10\)](#) each have policies outlining flexible work arrangements for faculty who are considering retirement.

Flexible alternative work arrangements for transition to retirement by tenured faculty and permanent librarians:

- Will be considered when the arrangement supports the larger needs of the university, is feasible in the participant's department and college, and aligns with both the [USM](#) and [Towson University](#) policies and/or terms of employment by the State of Maryland
- That are completed and submitted for approval to the Associate Provost by the first Monday in February each year will be given preferential consideration
- May be limited in number approved annually due to budgetary constraints

Arrangement options include:

- Reduced workload (no lower than 25%) for 1-2 semesters at full salary and benefits
- Reduced workload (no lower than 25%) for 3-4 semesters at 50% salary and benefits
- 50% workload for 1-6 semesters at 50% salary and benefits

Please note that these flexible alternative work arrangements are for tenured faculty and permanent librarians, and are not entitlements nor approved automatically. These arrangements require approval of the president, as is detailed in the relevant USM and TU policies.

Tenured faculty and permanent librarians interested in learning more about these opportunities should speak with their department chair/supervisor and dean. Additionally, interested faculty and permanent librarians may contact the Provost's Budget Office.