

## Part-time Option Form

**TO:** \_\_\_\_\_  
(Dean of the College)

\_\_\_\_\_  
(Chairperson)

**FROM:** \_\_\_\_\_  
(Professor)

**DATE:** \_\_\_\_\_

**SUBJECT:** Part-time Option

After considering the part-time option, I am communicating my desire to participate in this program beginning with the 20\_\_ - 20\_\_ academic year. Attached is a plan for my teaching and service responsibilities.

I will officially retire from the University by the end of the \_\_\_\_\_ (first, second or third) year during the 20\_\_ - 20\_\_ academic year.

If you have any further questions regarding my proposed teaching and service contributions, I would be glad to meet with you.

\_\_\_\_\_  
Faculty

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean of the College

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice Provost

\_\_\_\_\_  
Date