



# Non-Unit T2RP Participation Request Form

**Eligibility:** Any non-unit faculty member applying for this benefit must be instructional, E&G-funded, employed full-time at UCF for the previous five academic years, and eligible for retirement upon completion of NT2RP. This request for participation must be submitted no later than February 1 preceding the beginning of their desired participation in NT2RP for the next academic year. Retirement is effective at the end of NT2RP year(s).

**Part 1: Employee completes top half of this form, then submits to supervisor via email by February 1**

**Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_  
**Employee ID:** \_\_\_\_\_ **Age at start of NT2RP (as of 8/08/24):** \_\_\_\_\_  
**College/Division:** \_\_\_\_\_ **Retirement Date: May 07, 20**

If applicable, date of return from last paid parental leave: \_\_\_\_\_

If applicable, date of return from last sabbatical or last professional development leave: \_\_\_\_\_

If applicable, date of return from last administrative professional development leave: \_\_\_\_\_

Employee's desired assignment distribution for NT2RP (include teaching, research, and service allocation):

NT2RP Year 1	NT2RP Year 2
FTE*:	If applicable, FTE = .50

*\*FTE in Year 1 must be at least 0.50 and may not exceed 0.75; FTE must be 0.50 if NT2RP participation is for only 1 year.*

Teaching:	Teaching:
Research:	Research:
Service:	Service:

Employee Signature: \_\_\_\_\_ Employee Signature: Date Signed: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Date application provided to supervisor: \_\_\_\_\_

**Part 2: Supervisor completes this portion, routes to Dean's office via email; copy employee**

Assignment distribution during NT2RP. Include number of classes as well as research and service allocations per semester.

NT2RP Year 1	NT2RP Year 2
FTE*:	If applicable, FTE = .50
Fall 20	Fall 20
Spring 20	Spring 20

- Dean/designee indicates approval of the request (contingent upon eligibility) by forwarding the supervisor's email to HR Business Center. Requests that are denied are not forwarded.
- HR Business Center verifies with UCF HR Benefits that employee will be eligible to retire after NT2RP and submits the completed form to [benefits@ucf.edu](mailto:benefits@ucf.edu) and [acadadm@ucf.edu](mailto:acadadm@ucf.edu) with the employee, employee's supervisor, and dean copied on the email.
- HR Business Center will enter Job Change in Workday and submit through the usual process by the college.  
 \*\*Note that a termination action in Workday will be completed by HR Business Center 90 days before the stated retirement date.
- Employee receives new employment agreement indicating end of contract (retirement date) and reduced FTE.
- Employee must meet with a UCF HR Benefits representative at least 90 days before the stated retirement date.

## Non-Unit Faculty Transition-to-Retirement Program (NT2RP)

The UCF Non-Unit Transition-to-Retirement Program (NT2RP) allows eligible non-unit faculty to request a planned transition to retirement by reducing their FTE over a period of one or two consecutive academic years while their department or unit continues to benefit from their effort and experience. The NT2RP is voluntary for the faculty and subject to agreement in advance with the department or unit head about assigned duties and FTE. NT2RP provides reduced duties for one or two consecutive academic years. Compensation will be commensurate with the FTE assigned for that academic year (e.g. reduced FTE = reduced compensation). At UCF, each academic year begins on August 8 and ends on the last day of the spring semester (either May 6 or May 7).

Participants in NT2RP are not yet retired but rather are transitioning toward retirement in a planned manner that benefits the employee and the University. NT2RP participants retain their tenure, if applicable, as well as most other rights and responsibilities, such as accrual of sick and annual leave, of employees with the same FTE.

**Eligibility.** Non-unit employees who have received notice of non-reappointment, layoff, or termination, or who have already retired, including participants in the State's Deferred Retirement Option Program (DROP) or in the PRP, are not eligible to request participation in NT2RP. Employees who are returning from a leave, such as a sabbatical, professional development leave, or paid parental leave are ineligible to participate in NT2RP until they have served the appropriate amount of time in a full-time appointment.

Full-time, nine-month and twelve-month non-unit instructional E&G faculty who have been employed full-time at UCF for the previous five academic years and who would otherwise be eligible to retire in their respective retirement plan upon completion of the NT2RP program are eligible to participate in NT2RP. Non-unit instructional faculty with administrative appointments may be eligible to participate in NT2RP upon relinquishing their administrative appointment; interested non-unit instructional faculty with administrative appointments should contact their supervisor and HR business center director to assess their eligibility to participate.

Individuals who desire to participate in NT2RP must concurrently submit their written request for NT2RP participation and retirement/resignation paperwork. This request for participation must be submitted **no later than February 1** preceding the beginning of their desired participation in NT2RP for the next academic year; the retirement/resignation date specified must be the last day of the spring semester of the next academic year or of the following academic year.

The employee and the department or unit head shall have three months, or until May 1, whichever occurs later, to determine whether an agreement for reducing the employee's FTE can be reached. If, after a reasonable good faith consideration of all factors, an agreement cannot be reached for a reduced FTE assignment, an employee may not be eligible to participate in NT2RP as requested. If an agreement cannot be reached for a reduced FTE assignment, the employee shall not be eligible to participate in NT2RP as requested. However, if the employee remains employed in the same position at UCF and eligible to request participation in NT2RP, their NT2RP request may be resubmitted in a future year.

**The decision to participate in the NT2RP is irrevocable after the required approval document has been executed by all parties.**

**Program Provisions.** All participants in NT2RP must retire or resign at the end of their participation in NT2RP. A planned date of retirement/resignation, which shall not be extended, must be submitted by the employee when requesting participation in NT2RP. On the date of retirement/resignation, the employee relinquishes all rights to tenure, if applicable. Participants' retirement benefits shall be determined upon retirement, as provided under Florida Statutes and the rules of the Division of Retirement.

**FTE During NT2RP Participation.** The reduced FTE in the first academic year of participation in NT2RP can be no greater than 0.75 and no less than 0.50, and the reduced FTE in the final academic year of participation in NT2RP, whether the final year is the first or second year, shall be 0.50.

**Compensation during NT2RP participation.** Compensation will be reduced to be commensurate with FTE assigned.

**Released Time.** While participating in NT2RP, faculty may use released time from contracts or grants to fulfill a portion of their assigned FT FTE as a buyout, subject to the approval of the department or unit head. No other released time may be used to fulfill or buyout any portion of a participant's assigned FTE.

**Summer Appointment.** Employees participating in NT2RP for two consecutive academic years may be offered a supplemental summer appointment between the first and second years of their NT2RP participation. Alternatively, a participant may use funds from contracts and grants for a summer contract. Regardless of the source(s) of summer funding, the total FTE for the summer appointment shall not exceed the assigned FTE in either of the two years of NT2RP participation. For example, a participant with 0.65 FTE for the first year in NT2RP may not have a summer appointment that exceeds 0.65 FTE.

**Eligibility for Leave.** While participating in NT2RP, an employee is not eligible to apply for nor to take a sabbatical, professional development leave, unpaid personal leave, paid parental leave, or an administrative professional development leave.

**Resignation/Retirement During NT2RP.** A NT2RP participant who wishes to terminate his/her NT2RP agreement by resigning or retiring prior to the agreed upon ending date has the professional obligation, whenever possible, to provide the University with sufficient notice of his/her retirement or resignation to avoid scheduling and classroom disruptions. If the participant has a funded research assignment only, he/she has a professional obligation to provide a minimum of one full semester's notice prior to their resignation or retirement.

Employees are encouraged to contact HR Benefits to review the potential impact on their insurance premiums during NT2RP at [Benefits@ucf.edu](mailto:Benefits@ucf.edu) or 407-823-2771.