

PHASE-IN RETIREMENT PRE-APPLICATION

This Phase-In Retirement Pre-Application Notice should be only be used by TMCC Academic and Administrative Faculty. Please contract Human Resources prior to filling out this form to ensure eligibility. Please submit completed form to your Department Chair/Director, Dean and Vice President.

Today's Date	Last Name	First Name	Middle Initial
Requested Dates of Phase-In.			
Phase-In From Date	Phase-In To Date	Intended Date of Retirement	
Requested Change to Work Schedule (Include FTE)			
Comments and/or Suggestions Regarding Phase-In Retirement Proposal and/or Needs of the Department.			
Department Chair/Director Comments			
Department Chair/Director Signature	Endorsement of Phase-In Retirement Proposal <input type="checkbox"/> I Endorse <input type="checkbox"/> I Do Not Endorse		Date
Dean/Executive Director Comments			
Dean/Executive Director Signature	Endorsement of Phase-In Retirement Proposal <input type="checkbox"/> I Endorse <input type="checkbox"/> I Do Not Endorse		Date
Vice President Comments			
Vice President Signature	Endorsement of Phase-In Retirement Proposal <input type="checkbox"/> I Endorse <input type="checkbox"/> I Do Not Endorse		Date

The faculty member shall be informed of any concerns that may prevent the phase-in request from being approved.