Faculty Resignation and Retirement Resources
October 8, 2021

Office of Faculty Affairs Resources

- Retirement: [https://faculty.umd.edu/main/appointments/faculty-retirement-information](https://faculty.umd.edu/main/appointments/faculty-retirement-information)
- Transitional Terminal Leave: [https://faculty.umd.edu/main/resources/faculty-leave-information#transterm](https://faculty.umd.edu/main/resources/faculty-leave-information#transterm)

Approaches

1. **Resignation and retirement without a pre-retirement agreement.** Faculty members notify their unit heads regarding their intent to resign and retire.
   1. No pre-retirement agreement.
   2. Simple [form](https://faculty.umd.edu/main/appointments/faculty-retirement-information) is used by faculty members to resign and retire.
2. **Resignation and retirement with a pre-retirement agreement.** Faculty members notify their unit heads that they intend to resign and retire.
   1. Upon notification, faculty members and their unit heads negotiate and document the terms of the resignation and retirement through a resignation and retirement [agreement](https://faculty.umd.edu/main/appointments/faculty-retirement-information).
   2. Negotiated agreements require the approval of the legal office and OFA, as well as the signature of the faculty member, unit head, dean, and Provost.
   3. A pre-retirement agreement can include a phased retirement approach, such as a reduction in FTE over a period of time, culminating in resignation and retirement.
3. **Transitional Terminal Leave.** Restricted to tenured faculty members, a transitional terminal leave may be granted to faculty members when it is beneficial to the University and its programs (see USM Policy [II-2.10](https://faculty.umd.edu/main/appointments/faculty-retirement-information)). The Transitional Terminal Leave offers essentially two possible approaches:
   1. Full pay over a one-year period (academic year for 9-month faculty, calendar year for 12-month faculty) for 25% level of effort; or,
   2. Half pay over a two-year period (academic year for 9-month faculty, calendar year for 12-month faculty) for 25% level of effort in each of those two years.