

Non-Tenure Track Faculty Irrevocable Notice of Intent to Retire (INIR) Form

Employee Legal Name:

Employee ISU UID Number:

Anticipated Retirement Date From ISU (mm/dd/yyyy)*:

* Separation from employment with Illinois State University must occur no later than the retirement date indicated above.

I hereby certify that I am eligible to provide this notice under the provisions of the current ISUEA/IEA-NEA bargaining agreement, Article 7.01 (12) which states, "Full-time, status NTT faculty members who are intending to retire and have submitted an irrevocable notice of intent to retire to the Office of the Provost (using the form designated by the Office of the Provost for application of this contract section) no more than 24 months in advance shall be given weighted consideration for unassigned overloads and/or unassigned summer assignments ahead of other NTT faculty members, provided that they meet qualification and competency standards for the assignment and subject to applicable state laws. Such NTTs must also still submit a separate notice of resignation to Human Resources (using the form designated by Human Resources for notice of resignation) within 90 days prior to the date of retirement.

I hereby affirm my intention to retire as stated above and understand this notice is irrevocable.

EMPLOYEE SIGNATURE: (required)

DATE: (required)

Return this form to the Provost Office, Campus Box 4000, for signature and distribution.

This notice of intent to retire is accepted by Illinois State University.

PROVOST'S (OR DESIGNEE'S) SIGNATURE (required)

DATE: (required)

Completed Form Distribution by Provost's Office to:

Provost's Office Maintains Original Copy
Employee Copy
Dean or Supervisor Copy
Department Chair/School Director (if applicable)