



**SAN JOSÉ STATE  
UNIVERSITY**

Office of Faculty Affairs  
One Washington Square  
San José, CA 95192-0021  
Voice: 408-924-2450  
Fax: 924-2425

Associate Vice President  
*Joan M. Merdinger*

August 22, 2011

To: Interim VP/SA Nance, Deans, Department Chairs and School Directors

From: Joan Merdinger  
AVP

Re: PRTB Application Deadline **February 29, 2012**

As the designee of the President for Unit 3 faculty, I am writing to inform qualified tenured faculty members that the final day for the Office of Faculty Affairs to receive completed application forms for entry into the Faculty Pre-Retirement Reduction in Time Base Program (PRTB) for AY 2012-2013 is **February 29, 2012**. A completed application form for entry into PRTB for AY 2012-2013 must be signed by the applicant, the Department Chair and the Dean. Our campus practice is to encourage faculty members who are planning to enter PRTB, to consult with their Department Chair/School/Program Director, the Dean of the University Library, or the Director of Counseling Services as early as possible.

Faculty members who are eligible to enter PRTB are those tenured instructional faculty and librarians who have reached the age of 55 on or before the first day of the academic year in which PRTB begins (or not yet 64, if member of STRS), and those who have met the following conditions:

1. The faculty member has worked full-time in the CSU for at least 10 years, and
2. S/he has been employed full-time continuously for the five years immediately preceding entry into the PRTB program.

PRTB must begin concurrently with the beginning of the "campus academic year" in which the faculty member enters the PRTB period begins; this is the Fall semester. Please see the Office of Faculty Affairs website for "Frequently Asked Questions for the PRTB Program" at <http://www.sjsu.edu/facultyaffairs/>.

I also encourage you to review the PRTB/FERP Calculator webpage, which was created as part of the ACE/Sloan Faculty Career Flexibility award to the SJSU campus. The link to the calculator is the following: <http://www.sjsu.edu/facultyaffairs/ACE-Sloan/ThePRTB-FERPCalculator/index.htm>.

Thank you for your assistance in distributing this information to all interested and qualified faculty members.

c: President Mohammad H. Qayoumi  
Provost Selter  
Associate Deans

The California State  
University:  
Chancellor's Office  
Bakersfield, Chico, Dominguez  
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