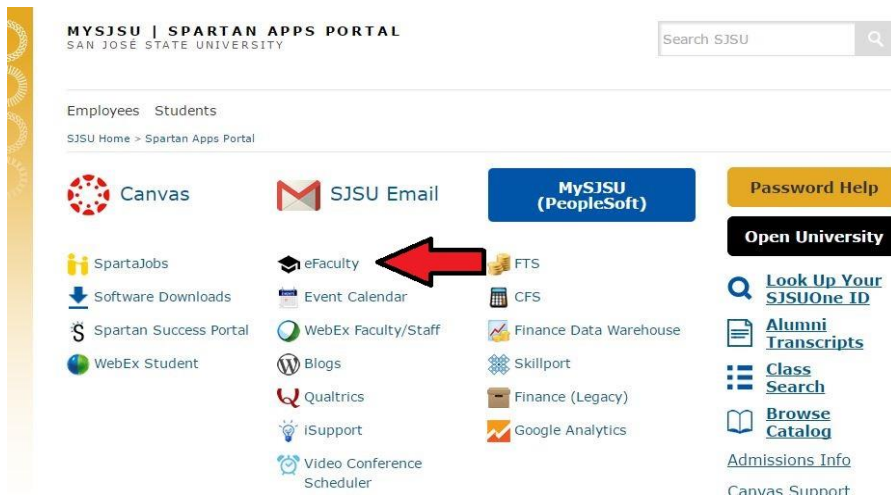
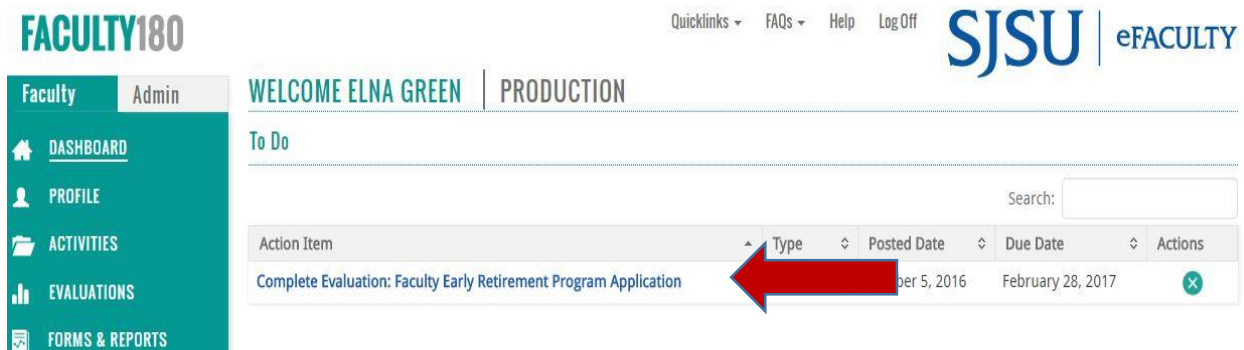


Instructions for Submitting Applications for the FERP Program, 2016-2017

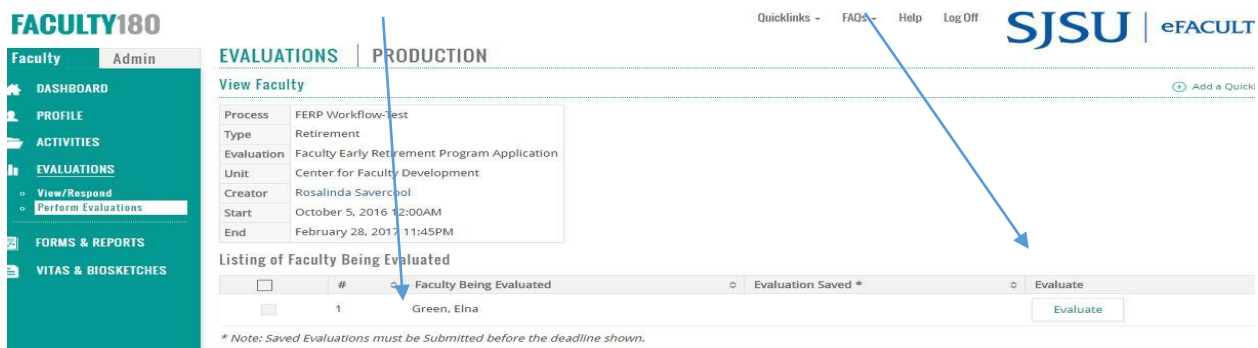
- Access **eFaculty** from the My.SJSU “Apps” portal and log in by using your regular campus credentials.



- You will land on your “Dashboard” and you should see an “Action Item” under your “To Do” list. Click on the link that says Faculty Early Retirement Program Application.



- You should now see your name listed. Then click on the “evaluate” button.



- Complete the application form. Note: an asterisk indicates a required field.

EVALUATIONS | PRODUCTION

Evaluate

A Evaluation Details

Evaluation Of	Elna Green
Title	Faculty Early Retirement Program Application
Type	Retirement
Description	-
Evaluation Author	Elna Green

FACULTY EARLY RETIREMENT PROGRAM REQUEST FORM

B General Information

Note: For "FTE Time Base Requested" below, please describe what "active" teaching assignment you are requesting. That might be .5 Fall and .5 Spring, Or it might be 1.0 Fall and 0.0 Spring, Or some other configuration. If you aren't certain at

Last Name*	
First Name*	
Middle Name	
College*	
Department*	
Employee ID #*	
Rank*	
Phone Number*	
Academic Year of Entry into FERP Program *	AY 2017 - 2018
Assignment Requested *	☐ All ☐ Fall only ☐ Spring only
FTE Time Base Requested*	

C Section 2

Are you or will you be at least 55 years of age when you enter the FERP program?*	☐ Yes ☐ No
Are you a Tenured faculty/librarian/counselor?*	☐ Yes ☐ No
Number of years as full-time faculty/librarian/counselor at SJSU: *	
Appointment level in current academic year (If you are full time, enter "1.0")*	

D Section 3

Have you applied for service retirement?*	☐ Yes ☐ No
Date you submitted or plan to submit retirement application to CalPERS:*	
Actual Retirement Date (if known):	
Do you elect to carry over any sick leave hours into your Early Retirement (FERP) appointment?*	☐ Yes ☐ No
Amount of sick leave to carry over (Note: the maximum is 48 hours):	

E Section 4

(Applicants for Faculty Early Retirement Program must make simultaneous application for service retirement through the Human Resources Office & CalPERS. Entry into Faculty Early Retirement Program Retirement). I hereby make application for the above retirement program and certify that the information given is true to the best of my knowledge and belief.

Applicant Signature (Full Name)*	
----------------------------------	--

Save	Cancel
------	--------

- After completing the application, click on the "save" button at the bottom of the screen.
- Your application is completed and saved. Now it needs to be submitted. To submit:
 - Check the box in the first column
 - Then click the "Submit Selected Evaluations" button

Listing of Faculty Being Evaluated

☐	#	Faculty Being Evaluated	Evaluation Saved *	Evaluate
☐	1	Green, Elna	Not Submitted	Evaluate

* Note: Saved Evaluations must be Submitted before the deadline shown.

Submit Selected Evaluations	Cancel
-----------------------------	--------

- You will see the following screen. Click “Submit.”

Submit Selected Evaluations

Submitting the selected evaluations has the following implications:

1. Faculty being evaluated can respond to the evaluation, if applicable.
2. Submitted evaluations will be removed from your Listing of Faculty Being Evaluated.
3. Your responsibility for this evaluation will be completed.

Submit

Cancel

- Your application has been submitted to be reviewed by the Chair. You will see the confirmation message below. Click the “Okay” button.

Notification

The evaluation has been submitted

Okay

You will also receive an email from the Faculty 180 system confirming that your application is complete and submitted. Congratulations! You have successfully submitted your FERP application. When you return to the Dashboard, you will see that it has been removed from your “To Do” list.

WELCOME ELNA GREEN | PRODUCTION

To Do

Search:

Action Item	Type	Posted Date	Due Date	Actions
No Messages.				

Need Help?

Contact Molly Marquez or Rosa Savercool or Elna Green in the Office of Faculty Affairs.