



**SAN JOSÉ STATE  
UNIVERSITY**

**Office of Faculty Affairs**

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**Associate Vice President**

*Elna C. Green*

September 02, 2014

To: VP/SA Barnett Terry, Deans, Department Chairs and School Directors

From: Elna C. Green, Ph.D.  
AVP/Faculty Affairs

Re: PRTB Application Deadline **February 27, 2015**

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 2015-2016 is **February 27, 2015**. A completed application form for entry into PRTB for AY 2015-2016 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, librarians, and counselors 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; on our campus, 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/unit3/PRTBFERPcalculator/disclaimer/>

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

c: President Mohammad H. Qayoumi  
Provost Feinstein  
Associate Deans

**The California State  
University:**

Chancellor's Office  
Bakersfield, Chico, Dominguez  
Hills, Fresno, Fullerton, East  
Bay, Humboldt, Long Beach,  
Los Angeles, Maritime  
Academy, Monterey Bay,  
Northridge, Pomona,  
Sacramento, San Bernardino  
San Diego, San Francisco, San  
José, San Luis Obispo, San  
Marcos, Sonoma, Stanislaus

## FAQs for the PRTB Program

**What is the PRTB Program (Pre-Retirement Reduction in Time Base)?** - The PRTB program (Pre-Retirement Reduction in Time Base) can be found in Article 30 of the CFA-CSU Agreement. This program allows eligible tenured faculty to work less than full-time while still earning full service credit towards retirement for up to five years prior to retirement.

**Who May apply for PRTB?** - Tenured instructional faculty, tenured librarians, and tenured counselors who have reached the age of 55 and are not yet 65 years of age at the time of request for entry into the PRTB program (or not yet 64 years of age if a member of STRS), and those who have met the following conditions:

1. The faculty unit employee 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.

**When must a faculty member decide whether or not to enter the PRTB program?** - We encourage each faculty member to consult with his/her Chair, Counseling Services Director or Library Dean as early as possible about entering into the PRTB program. After consultation, the "PRTB Participation Request" form should be completed. The applicant must also obtain the three (3) required signatures (those of the candidate, the Chair and the Dean) and submit the completed form to the Office of Faculty Affairs **no later than February 27, 2015**.

**What is the duration of the PRTB program?** - Under the current Agreement, eligible faculty members who enter into the PRTB program may do so for up to five (5) academic years.

**What is the appointment fraction during the PRTB program?** - Participants in the PRTB program may request a reduction in time base to two-thirds (2/3), one half (1/2), or one-third (1/3) of full-time for the academic year. Once the reduction has been granted, the participant may not return to full-time employment unless the President approves such a request.

**When can or must a faculty member begin the PRTB program?** - The program must begin concurrently with the beginning of the "campus academic year" in which the PRTB period begins; this is the Fall semester.

**How is service credit accounted for during the time of the PRTB program?** - Both the CSU and the faculty unit employee continue to make contributions to PERS or STRS based upon the regular full-time rate of pay. This way, participants in PRTB continue to earn full service credit toward retirement while working at a reduced schedule.

**How is sick leave accrued?** - Sick leave is accrued on a pro rata basis.

**May a faculty member take a sabbatical or Difference in Leave pay while in the PRTB program?** - No, faculty members in the PRTB program are ineligible for sabbatical leaves and Difference in Leave pay.

**What is the effect on FERP eligibility after completing 5 years in the PRTB program?** - A pre-retirement reduction in time base is a permanent reduction in a faculty member's "regular time base," and therefore establishes a less than full-time basis upon which the University must calculate the 50% work load allowed during the FERP eligibility period.

**What are the service responsibilities while in the PRTB program?** While in the PRTB program, faculty participants are required to perform normal responsibilities, duties and activities pro rata.

**Does this mean that faculty members in PRTB may serve on RTP or search committees, and the faculty hearing panel?** - Yes.

**How can I compare entering the PRTB program with entering into the FERP program?** - One of the initiatives funded by the ACE/Sloan Faculty Career Flexibility Award that the SJSU campus received in 2008-2010 is the PRTB/FERP Calculator. See the link at:  
<http://www.sjsu.edu/facultyaffairs/unit3/PRTBFERPcalculator/disclaimer/>

**SAN JOSÉ STATE UNIVERSITY ♦ OFFICE OF FACULTY AFFAIRS**

**Pre-Retirement Time Base Reduction Program Request Form**

*Complete form and send to the AVP, Faculty Affairs, 0021 via your Chair and Dean.*

Name \_\_\_\_\_  
Last First Middle

College \_\_\_\_\_ Department \_\_\_\_\_

Employee ID # \_\_\_\_\_ Rank \_\_\_\_\_ Phone Number \_\_\_\_\_

Academic Year of Entry into PRTB Program \_\_\_\_\_ Reduced Time Base Requested \_\_\_\_\_  
(.67 or .50 or .33)

Will you be between the age of 55 and 64 when you enter the PRTB program? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you a Tenured faculty/librarian/counselor? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you worked a minimum of 10 years at full-time in the CSU system? Yes \_\_\_\_\_ No \_\_\_\_\_

Have the five years immediately preceding the PRTB program been continuous and at full-time? Yes \_\_\_\_\_ No \_\_\_\_\_

I understand that such an appointment is subject to the requirements of Title 5, California Administrative Code Section 43150-43155 (Pre-Retirement). I hereby make application for the pre-retirement program and certify that the information given is true to the best of my knowledge and belief.

\_\_\_\_\_  
Signature of Applicant Date

**Recommendation of Department Chair:**  
\_\_\_\_\_ Recommend \_\_\_\_\_ Not Recommend

**Recommendation of College Dean:**  
\_\_\_\_\_ Recommend \_\_\_\_\_ Not Recommend

\_\_\_\_\_  
Signature/Date

\_\_\_\_\_  
Signature/Date

**University Action:**  
\_\_\_\_\_ Approve \_\_\_\_\_ Deny

**Reason for Denial:**

\_\_\_\_\_  
AVP/FA Signature/Date

Applicant  Chair/Director/Division Head  Dean  Human Resources Benefits/Personnel  Personnel Action File \_\_\_\_\_