

FAQs for 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 University Personnel - Faculty Services **no later than the last duty day in February.**

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.

I am currently a full-time tenured faculty member and am considering joining the PRTB program. If I decide to enter the program, how would it affect my current University Faculty RSCA Assigned Time award?

You would no longer be eligible for the award as only full-time faculty members can receive the benefit of the University Faculty RSCA Assigned Time award.

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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:

www.sjsu.edu/up/mybenefits/retirement/ferp/ferp_calculator.php