Please useoriginal stationery with the appropriate letterhead (President, Provost, Vice President or Dean)

**PHASED RETIREMENT TENURED FACULTY APPOINTMENT**

By authority of the Board of Regents of the State of Kansas and subject to all provisions of the laws of Kansas, the regulations, policies, minutes, and resolutions of the Board of Regents and the rules, regulations, and policies of Kansas State University,  
  
, a tenured faculty member under the policies of the Board of Regents and of Kansas State University, is hereby offered the position of in at Kansas State University beginning , at percent time at a salary rate of for the academic (9 months) OR fiscal (12 months) year.   
  
OPTIONAL: This appointment carries with it the assignment of administrative responsibilities as ; however, this assignment is subject to change upon notice by the appointing administrator. The terms of employment upon discontinuation of administrative responsibilities are specified in a separate letter.

**\*Effective , phased retirement begins at % time for a period of not more than ­three/five years. The salary rate will be at % of the budgeted rate ($ biweekly) with benefits at the 100% rate. This is consistent with the terms outlined in the phased retirement agreement on file.**  
  
It is understood upon signing this appointment contract that I must complete the electronic Declaration of Conflict of Interest and Time Commitment form.  This form can be accessed through HRIS Employee Self-Service at: https://hris.k-state.edu/. (Path: Employee Self Service > Personal Information > Conflict of Interest).

**To accept the appointment, please reply to this email from your K-State email address no later than June 10, 2024** **with the following: “I accept the appointment offered to me and agree to be bound by the stated terms.” Please also include your typed name.**

**To reject the appointment, please reply to this email from your K-State email address no later than June 10, 2024** **with the following: “I reject the appointment offered to me.” Please also include your typed name.**

**Your reply is a binding electronic signature pursuant to state law and University policy.**

**You may also reply with a signed and scanned copy via email by signing on the signature line below.**

By direction of the President:

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| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dean/Provost |

**PLEASE RETURN THE ORIGINAL OF THIS CONTRACT.**

I accept the appointment and agree to be bound by the terms stated herein:

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature |

I reject the appointment:

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature |