

**STANFORD UNIVERSITY NOTICE OF INTENT TO RETIRE  
and  
APPLICATION TO PARTICIPATE  
IN THE WINDOW FACULTY RETIREMENT INCENTIVE PROGRAM**

To: Chair/Director: \_\_\_\_\_

Department/Program: \_\_\_\_\_

Dean: \_\_\_\_\_

School: \_\_\_\_\_

I hereby give notice of my wish to retire from Stanford University, effective at the end of the day on \_\_\_\_\_ (my "Retirement Date").

I hereby apply to participate in the Window Faculty Retirement Incentive Program (the "Window Program"). I understand that, upon confirmation of my eligibility to participate and written acceptance by the Provost of an Agreement and Release signed by me, I will become entitled to payment of benefits under the Window Program, but only if I remain employed by Stanford University continuously through my Retirement Date and satisfy such other conditions for the payment of benefits as may be required under the Window Program (including signing a second Release as of my Retirement Date) and such additional terms and conditions, if any, as may be imposed by agreement with the Dean. Retirement date above must be between 1/1/2021 and 8/31/2021.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Approved and Recommended: \_\_\_\_\_  
Chair/Director Date

Approved and Recommended: \_\_\_\_\_  
Dean Date

***Retirement and participation in the Window Program is subject to approval by the Provost***

**Note: Submit completed notice to the Provost's Office – Faculty Affairs no earlier than July 1, 2020 and no later than December 31, 2020. Questions: [cshinbashi@stanford.edu](mailto:cshinbashi@stanford.edu)**