



THE WINDOW FACULTY RETIREMENT INCENTIVE PROGRAM

Office of the Provost – Stanford University

Stanford faculty are not constrained to retire at any age, but nevertheless typically consider retirement arrangements as part of their personal and professional planning. Stanford has taken steps to help make faculty retirements financially feasible.

What is the Window Faculty Retirement Incentive Program?

The Window Faculty Retirement Incentive Program is a voluntary program that provides a participating faculty member or Hoover Institution Senior Fellow with financial support to facilitate retirement. Effective July 1, 2020, eligible faculty who participate in the Window Program will retire and be paid a lump sum payment of 1x their salary upon retirement.

Who is Eligible?

The eligible age under the Window Program is 72 or older as of September 1, 2021 (that is, faculty born not later than September 1, 1949), with 10 years of service at 50% FTE or greater.

In determining years of service, sabbatical leaves are included, but leaves without salary are excluded. Service at the University in a staff position counts toward the service requirement; however, the last five years must be as a member of the Academic Council Professoriate or the Medical Center Line faculty or as a Hoover Institution Senior Fellow. Part or full-time assignments at affiliated institutions (such as the Palo Alto Veterans Administration Medical Center or the Howard Hughes Medical Institute) while on the faculty are included. Faculty members must resign from any employment held at such affiliated institutions as part of their faculty duties effective no later than the date of retirement under the Window Program.

Window Program Benefits

The amount of the benefit payable under the Window Program is determined by the participant's approved base salary for the academic year of retirement. Medical School faculty receive a benefit based on the sum of their "base" component at retirement under the Medical School's compensation plan and the average of the preceding three years' "variable" component.

The benefit is paid in a lump sum payment, and there is no recall after retirement. The individual must remain employed by Stanford through their retirement date.

Faculty who retire immediately after concluding a senior administrative appointment, such as President, Provost or Dean, will receive a benefit based on their faculty salary, not their administrative appointment salary.

Emeritus Status

A faculty member taking advantage of the Window Faculty Retirement Incentive Program becomes an official University retiree and receives the emeritus or emerita title authorized by the Board of Trustees (thereby relinquishing any tenure or other continuing appointment rights). Academic Council faculty become Senior Members of the Academic Council with privileges of the floor and service on committees, but without the right to vote or hold office. Emeriti may retain a campus home and receive free campus parking privileges. Official University retirees may also use the Tuition Grant Program for any eligible children. Other benefits include participation in a University health plan, use of the libraries, and access to other facilities and services of the University. Allocation of office or laboratory space and/or secretarial services varies by department and school. Questions about space and other services should be addressed to the department chair or Dean.

How to Apply

Eligible individuals who wish to participate in the Window Faculty Retirement Incentive Program must submit an application form to their Department Chair, Director, or Dean, as applicable, no earlier than July 1, 2020 and no later than December 31, 2020. The Chair, Director, or Dean will forward the application form to the Provost's Office. Upon approval of the application, the Provost's Office will forward a form of Agreement and Release to be signed both by the eligible individual and by the Provost. An individual's participation in the Window Program will be confirmed if and when both the individual and the Provost have signed the Agreement and Release. No rights accrue under the Window Program unless and until both the individual and the Provost have signed the Agreement and Release, and it has become effective under its terms, which will require the signing of a second Release at the time of retirement. Individuals who wish to apply to participate in the Window Program should contact the Provost's Office for details regarding notice, agreement and timing requirements. The Provost's staff will provide confirmation of eligibility to apply for participation in the Window Program.

Resources for Retirement Planning

The lump sum payment under the Window Program is taxable income. For purposes of personal financial planning, the University will provide Academic Council Professoriate and Medical Center Line faculty and Hoover Institution Senior Fellows up to \$1,000 in reimbursement for the services of financial planners or consultants. This reimbursement, which is treated as taxable income to the faculty member, is available only once in an individual's career and requires the submission of a receipt to the Faculty Affairs Group of the Provost's Office. Please contact the Faculty Affairs Group

at cshinbashi@stanford.edu or (650) 724-4864 for more information about this reimbursement.

Faculty with a campus home should contact the Housing Office to discuss how retirement may affect housing-related benefits (such as housing loans) at fshousing@stanford.edu.

The University HR Client Service Team provides information about the Stanford Contributory Retirement Plan (SCRIP), the tax-deferred annuity (TDA) plan, and the University's health & welfare programs for retirees. Inquiries about these should be addressed via the Cardinal at Work web site (<https://cardinalatwork.stanford.edu/>) or by calling directly at (650) 736-2985, Option 4.

The Window Faculty Retirement Incentive Program, like any University benefits program, is subject to change or termination by the University. Only those benefits that are payable to an individual who is a party to a fully executed Agreement and Release (see "How to Apply" above) will be protected from change or termination by the University.

If you have questions concerning the Window Program or reimbursements for financial planning, please contact the Provost's Office of Faculty Affairs at cshinbashi@stanford.edu at (650) 724-4864.