



Institute of Advanced Research *The University for Innovation*

IAR Retirement Policy

Introduction

The University aspires to the highest international levels of excellence in education, learning and research. It is important that in striving to achieve these aims institutions can plan their staffing structures to allow maximum effectiveness across these activities, whilst considering the wishes of individual employees in relation to their career aspirations and personal plans.

The University operates a University-Justified Retirement Age, which is at the end of a Semester in which the staff member reaches the retirement age.

The operation of this policy and the maintenance of a retirement age for University officers will be kept under review. The President on the recommendation of the University Management Committee may amend this policy as appropriate to maintain an effective retirement policy for the University and its staff. In exceptional cases extended employment beyond the retirement age may be approved.

Retirement Age

The retirement age for teaching and non-teaching faculty is as below:

Teaching faculty: 62 years (extendable to 65 through mutual agreement)

Non-teaching staff: 58 years

Procedures

1. Staff members contemplating retirement at some stage in the future, should discuss the options that they identify to assist them in their objective with their Head of Department, manager, or Human Resources
2. The staff member is to advise his/her manager in writing of the intention to retire from the University

3. The staff member may be asked to provide the University with details of any planned future employment
4. Where a staff member identifies an interest in reducing their hours of work and/or reducing their job responsibility as they approach retirement, the University will discuss and consider any proposal as to:
 - an agreed term of employment on reduced hours and/or reduced responsibility
 - a move to voluntary or paid work outside the University
 - any other option a staff member may identify
 - The Head of HR will write to employees two years before they reach the age of retirement, allowing for the staff member to plan phased retirement if they wish to.

For planning purposes, it is assumed that whenever the employee chooses to retire, their retirement date would be the last day of the academic semester.

Requests for modifications of hours or duties will be accepted providing this is in accordance with the needs of the institution.

Leaving the University

Staff, who are retiring must handover all the University property (keys, equipment including IT equipment, ID cards, books, digital data and information, passwords etc) to the HR.

The University will arrange for any salary, allowance and re-imbursments to be paid upon completion of all clearances.

Staff, who retire from the University are welcome to visit the University from time to time Staff who wish to continue to be active, for example in research and innovation, may be invited to hold honorary positions.