

Request to Convert Part Time Faculty to Partially Benefited (Retirement Eligible)

(20-29 standard work hours; 3 courses; 8-10 contact hours)

Name: _____ Department: _____

KSU/Banner ID: _____ HR Employee ID: _____

Semester: Spring Fall Year: _____

Current courses assigned and enrollment: _____

Proposed additional course(s) and enrollment: _____

Justification for additional course(s): _____

Faculty member acknowledgement

I understand that accepting this additional course load will make me retirement plan eligible and require me to contribute to either Teachers Retirement System of GA (TRS) or the Optional Retirement Plan (ORP). More information regarding these plans is available at <https://web.kennesaw.edu/hr/content/trs-orp-retirement-options>. I should contact benefits@kennesaw.edu to coordinate enrollment as soon as possible.

Signature: _____ Date: _____

Approvals:

Department Chair: _____ Dean: _____

Signature: _____ Date: _____ Signature: _____ Date: _____

Business Manager: _____

Signature: _____ Date: _____

Academic Affairs Office

AFO: _____ Coordinator: _____

Signature: _____ Date: _____ Signature: _____ Date: _____