



OFFICE of
HUMAN RESOURCES
EAST TENNESSEE STATE UNIVERSITY

Box 70564, ETSU
Johnson City, TN 37614-1707
(423) 439-4457, HR@etsu.edu
www.etsu.edu/hr

Date: _____
Name: _____
Department: _____
E-Number: _____
Cell Phone #: _____
Email: _____

I am interested in participating in the ETSU College of Arts and Sciences Voluntary Faculty Retirement Incentive Program.

- ☐ I am applying for **Option 1**, with a retirement date of June 30, 2020.
- ☐ I am applying for **Option 2**, with a retirement date of June 30, 2021.

Employee Signature

Date

Return completed form to:
ETSU Office of Human Resources
307 Burgin Dossett

All forms must be delivered by the faculty member in person to the Office of Human Resources.

HR USE ONLY

Your application will be reviewed and you will receive a response within 10 business days of receipt. If your application is accepted, you will receive a copy of the Voluntary Retirement Agreement and the Employee Waiver and Release via email from the Office of Human Resources. The Agreement and Waiver must be returned to the Office of Human Resources within 10 business days. Requests to revoke your application and acceptance in the program must be made in writing (via hard copy or email to hr@etsu.edu) within 7 days of signing the Agreement form. After 7 days, the Agreement is non-revocable.