

Faculty Income Allowance Plan Responsibility Matrix

	Responsible Party	Tasks
Confirmation of Eligibility	Vice Provost for Faculty Provost Administrative Affairs Human Resources	<p>Spring: Provost Admin Affairs and Human Resources to create Master List of faculty eligible to take FIAP the following academic year.</p> <p>Vice Provost for Faculty (through PAA) generates and distributes letters of eligibility to the individual faculty. Vice Provost for Faculty (through PAA) provides Master list of eligible individuals to each School (Vice Dean and Faculty Coordinator).</p>
Election of FIAP	Faculty	<p>Alert School on intent to elect FIAP. Sign election and 1st release form and return to the School's Faculty Affairs Office.</p> <p>Obtain counseling regarding transition to retiree health benefits. Contact: hrbenefits@hr.upenn.edu</p>
	School	<p>Collect election and 1st release forms.</p> <p>Upload forms to Penn Box Folder labeled SCHOOL AY 20XX-XX; labeling each one with First Name Initial, Last Name and Type of Form (i.e. ACollins Election Form)</p> <p>Retain original signed election and release forms (Retention 7 years)</p> <p>Communicate with Provost Administrative Affairs (acoll@upenn.edu) faculty's election to take FIAP.</p>
	Vice Provost for Faculty Provost Administrative Affairs	<p>1-3 months prior to retirement date, Vice Provost for Faculty (through PAA) sends FIAP confirmation letter to faculty, including benefit amount.</p>

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Workday Transition to FIAP	Provost	<p><u>Immediate FIAP:</u></p> <p>Upon receipt of election form, Provost Administrative Affairs will perform the following tasks:</p> <ol style="list-style-type: none"> 1) Terminate the faculty member as of the date of retirement under the reason of Voluntary – Retirement. 2) Initiate a One-Time Payment for the lump sum benefit payment paid in 2 installments. This payment will be posted to the costing allocation as follows: ORG:0007 FUND:020200 PROG:7478 CREF:00-0048 <p><u>Phased Work FIAP:</u></p> <p>Upon receipt of election form, Provost Administrative Affairs will perform the following tasks:</p> <ol style="list-style-type: none"> 1) For the two-year period in which the faculty member will receive 100% pay despite a reduction of duties to 50%, PAA will update the faculty member’s academic salary plan costing allocation for 50% to post to the FIAP budget code. 2) Terminate the faculty member as of the date of retirement under the reason of Voluntary – Retirement. 3) Upon the completion of the two-year phased down period, initiate a One-Time Payment for the lump sum payment for the remaining benefit. This payment will be posted to the costing allocation as follows: ORG:0007 FUND:020200 PROG:7478 CREF:00-0048
	School	<p><u>Endowed Chairholders:</u> A standing faculty member who retires immediately after holding an endowed chair may continue to use the name with an emeritus modifier. The funds are no longer available to the emeritus faculty member and the chair is now available to assign to another faculty member. One exception: faculty who do not wish to use “emeritus” are free to do so and continue to use associate or full professor, their previous title, but then may NOT use the endowed chair title.</p>

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Workday: Transition to FIAP (continued)	Faculty	When task comes through Workday, complete the "Update Benefits" task.
Death of FIAP Retiree	School	Alert Vice Provost for Faculty (provost-fac@upenn.edu), Provost Administrative Affairs (acoll@upenn.edu) and Human Resources (hrbenefits@hr.upenn.edu) with the following information upon the passing of an active FIAP retiree: Name and Penn ID of Faculty Member and Date of Death.
	Provost Administrative Affairs	<p>If a faculty member dies after they have relinquished their tenure rights under this Policy, but before they have received any unpaid cash payment through FIAP, the residual amount will be paid in a lump sum to the faculty member's surviving spouse, or, if none, to the faculty member's estate. If a faculty member elects to participate in FIAP but dies before they have relinquished their tenure rights under this Policy, no benefits shall be provided or paid under FIAP.</p> <p>PAA will work with Payroll to distribute the remaining benefit in a lump sum payment, if applicable. As part of this process, PAA will complete the Termination process in Workday</p>