

Tenure Buyout Program Checklist

- ☐ Explore the resources available on the Tenure Buyout Program Retiree Benefits website
- ☐ Read the Frequently Asked Questions
- ☐ Meet with Human Resources and Faculty Advancement for a One-on-One consultation to discuss the transition and next steps
- ☐ If you and your spouse/domestic partner are enrolling in the Drexel sponsored Blue Medicare Advantage Secure Preferred PPO, you are required to apply for Medicare Parts A & B with the Social Security Administration, if you have not already. You will want to do so by June 15th to allow Social Security sufficient time to process your application. Review the “Medicare Application Process” tip sheet available on the TFTP website.
- ☐ Speak with a healthcare expert at Health Advocate by calling 1.866.695.8622. Health Advocate can answer your questions about Medicare, Drexel’s benefit offerings as well as help you explore alternative coverage.
- ☐ Connect with SupportLinc, Drexel’s Employee Assistance Program (EAP) provider, for counseling and support during the transition to retirement. They offer access to Retirement Coaches to help design a path for your life after Drexel.
- ☐ Schedule a virtual TFTP consultation with Human Resources by emailing HR@drexel.edu.
- ☐ Complete and return your Drexel Retiree Benefit Enrollment Form to hr@drexel.edu as soon as possible but no later than July 31.
- ☐ Sign and return your Addendum to the Election and General Release of Claims to facultyaffairs@drexel.edu by August 31.

Important Dates

Connect with Social Security on Medicare Part B enrollment	By June 15 th (this allows 60 days advance notice for processing)
Drexel Retiree Benefit Enrollment Form Deadline	July 31st
Addendum to the Election and General Release of Claims Deadline	August 31 st
Date of Retirement	August 31 st
Last Day of Active Employee Benefits	August 31 st
First Day of Retiree Benefits	September 1 st
Tenure Buyout Payment *based on your choice when electing*	September 15, or January 15