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## Voluntary Phased Separation Program

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### Summary

The Voluntary Phased Separation Program (VPSP) offers eligible faculty members in the College of Liberal Arts the opportunity to make a gradual transition from full-time faculty status to separation from employment at a fixed date. The VPSP allows faculty members to retain tenure and benefits while decreasing responsibilities and commitments. The application form is below.

### 1 Eligibility

1.1 A full-time faculty member is eligible to apply for the VPSP if the following criteria are met:

- holds tenure at Texas A&M University,
- has completed at least 10 years of full-time employment at Texas A&M University,
- is administratively located in the College of Liberal Arts, and
- is paid 100% by the College of Liberal Arts.

1.2 Faculty members serving as department heads or in other leadership positions in the College or University are ineligible for the VPSP.

1.3 In unusual circumstances, the Dean may make exceptions to the eligibility requirements in 1.1 and 1.2.

### 2 Phased Separation Period

2.1 By participating in the VPSP, eligible faculty members elect to reduce their percentage of effort for a defined phased separation period (normally three years but up to a maximum of five years).

2.2 Participating faculty members will retain their tenure and title during the phased separation period.

2.3 Participating faculty members will retain endowed appointments during the phased separation period or the length of the endowed appointment, whichever comes first, unless the gift agreement prohibits it. Summer salary paid from endowed funds will not exceed 50% effort in a given month and not to exceed 2 months of salary at 50% effort.

2.4 At the end of the phased separation period, participating faculty members will relinquish tenure and separate from employment.

2.5 The agreement to relinquish tenure and separate employment at the date mutually agreed upon is made before the phased separation period begins and is irrevocable (subject to section 3 below).

### **3 Modifying the Phased Separation Period**

3.1 During the phased separation period, a participating faculty member may petition for an extension, providing that the total phased separation period does not exceed five years. Extensions require the approval of the Dean and are dependent on sufficient financial resources.

3.2 A participating faculty member may choose to resign before the end of the predetermined phased separation period. No approval is required, but in order to allow affected departments to plan ahead, the proposed resignation date should be announced one semester in advance.

### **4 Percentage Effort and Workload**

4.1 During the phased separation period, eligible faculty members will be appointed at 50% effort (.5 FTE). This effort may be 50% over the full 9-month academic year, or it may be distributed differently (e.g., 100% effort for one full academic semester).

4.2 Workload during the phased separation period is determined in advance as part of the written agreement. Typically, faculty members in the VPSP would be expected to teach at least two courses each year, although there may be modifications based on research activity. Participating faculty members are expected to perform service obligations consistent with their rank and percentage of effort.

### **5 Compensation and benefits**

5.1 Participating faculty members will be compensated according to their percentage of effort during the phased separation period (e.g., at 50% of their regular 9-month base salary if effort is 50% for the full 9-month period).

5.2 Participating faculty members are eligible for merit raises during the phased separation period.

5.3 Participating faculty members are eligible for the benefits afforded to part-time employees under the university's benefit plans, including retirement plan contributions, during the phased separation period. Health care and other insurance premiums will be paid at the part-time rate.

5.4 Faculty members considering participation in the program are advised to consult the

Texas A&M Benefits Office for guidance on post-separation benefits.

## **6 Process for Requesting VPSP**

6.1 Eligible faculty members interested in participating should submit an application to the Dean through their department head. The required VPSP application form is below.

6.2 Applications must specify:

- the proposed date of separation,
- the proposed duration of the phased separation period, and
- the proposed workload and responsibilities during the phased separation period.

6.3 For eligible faculty members with joint appointments, or other significant responsibilities outside their department, the relevant unit head must approve the proposal.

6.4 If the phased separation proposal is approved, then a Voluntary Phased Separation Agreement (the Agreement) will be prepared and signed by the Dean's Office.

## **7 Administrative provisions**

7.1 The College may formally amend the VPSP or terminate it if changes in funding, system policy or regulation, university rules, or other unforeseen circumstances, make it necessary.

7.2 Changes to the VPSP made in accordance with 7.1 will not retroactively affect agreements that have been approved through the process described in section 6.



**College of Liberal Arts Voluntary Phased Separation Program Request Form**

**Summary:**

The Voluntary Phased Separation Program (VPSP) offers eligible faculty members in the College of Liberal Arts the opportunity to make a gradual transition from full-time faculty status to separation from employment at a fixed date, but up to a maximum of five years. The VPSP allows faculty members to retain tenure and benefits while decreasing responsibilities and commitments.

Complete the following information, print, and sign. Please send to [cclabusiness@tamu.edu](mailto:cclabusiness@tamu.edu)

Name of Faculty Member \_\_\_\_\_ Title \_\_\_\_\_

Department(s) \_\_\_\_\_

Proposed Start Date of Phased Separation Period \_\_\_\_\_

Proposed Date of Separation from TAMU \_\_\_\_\_

Proposed workload and duties during phased separation period (describe teaching load, research expectations, and service):

I am applying for the College of Liberal Arts Voluntary Phased Separation Program.

\_\_\_\_\_  
Signature of Faculty Member \_\_\_\_\_  
Date

**Approval:**

The faculty member meets the eligibility criteria of the College of Liberal Arts Voluntary Phased Separation Program. The proposed workload and duties meet the needs of the department and/or program.

_____ Department Head Signature	_____ Printed Name	_____ Date
_____ Department Head/Director Signature (co-signed if applicant is jointly appointed)	_____ Printed Name	_____ Date