



GUIDELINES AND PROCESSES FOR VOLUNTARY PHASED SEPARATION PROGRAM

Overview

The Voluntary Phased Separation Program (VPSP) offers eligible faculty members in the College of Arts and Sciences 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 Arts and Sciences, and
- is paid 100% by the College of Arts and Sciences.

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 an exception 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 from one to three years (with a maximum of three years).

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

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

2.4 The agreement to relinquish tenure and separate employment at date below is irrevocable.

2.5 Endowed positions held by participating faculty members will be reviewed upon request for VPSP.



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 three years. Extensions require the approval of the Dean and are dependent on the availability of 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 in writing to the department head 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 (0.5 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 the equivalent of a 50% course load (based on departmental and college workload guidelines), 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. Health care and other insurance premiums will be paid at the part-time rate. Be aware that out-of-pocket premiums will increase.



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5.4 Faculty members considering participation in the program are advised to consult college and university human resources advisors, and the Office of Faculty Affairs as appropriate, for guidance on post-separation advice and benefits.

6. Process for Requesting VPSP

6.1 An eligible faculty member interested in participating in the VPSP may submit their application to the Dean through their Department Head. The required VPSP application form is included 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 Once a phased separation request is signed by the Dean, this document serves as the approved Voluntary Phased Separation Agreement.

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.

Related System and University Guidelines

<https://facultyaffairs.tamu.edu/Opportunities/Retirement>



College of Arts and Sciences Voluntary Phased Separation Program Agreement Form

Summary:

The College of Arts and Sciences Voluntary Phased Separation Program (VPSP) offers eligible faculty members the opportunity to gradually (1-3 year) transition from full-time status to separation from employment at a fixed date. The VPSP allows faculty members to retain tenure and benefits while decreasing responsibilities.

Complete the following information, print, and sign. Please send to artscifac@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 Arts and Sciences Voluntary Phased Separation Program and certify that I acknowledge the resignation date (Date of Separation) from TAMU listed above.

Signature of Faculty Member _____ Date _____

Approval:

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

Department Head Signature _____ Date _____

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

Dean of Arts and Sciences Signature _____ Date _____