

## College of Education and Human Development Voluntary Phased Separation Program Guidelines

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The Voluntary Phased Separation Program (VPSP) offers eligible faculty members in the College of Education and Human Development the opportunity to make a gradual transition from full-time faculty status to separation from employment at a fixed date. The VPSP allows tenured faculty members to retain tenure and benefits while decreasing responsibilities and commitments. The program is guided by the Texas A&M Standard Administrative Procedure: <http://rules-saps.tamu.edu/PDFs/31.07.01.M0.01.pdf>

### 1.0 Eligibility

- 1.1 A full-time faculty member is eligible to apply for the VPSP if the following criteria are met:
  - a). holds tenure at Texas A&M University,
  - b). has completed at least 10 years of full-time employment at Texas A&M University,
  - c). is administratively located in the College of Education and Human Development, and
  - d). is paid 100% by the College of Education and Human Development.
- 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.

### 2.0 Phased Separation Period

- 2.1 By participating in the VPSP, eligible faculty members elect to reduce their percentage of effort for a period of up to 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 the date mutually agreed upon between the faculty and the College is made before the phased separation period begins and is irrevocable (subject to section 3).

### **3.0 Modifying the Phased Separation Period**

- 3.1 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.

### **4.0 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.

### **5.0 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 employees according to their FTE under the university's benefit plans, including retirement plan contributions, during the phased separation period. Health care and other insurance premiums will be paid in accordance with TAMU human resource policy.
- 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.

### **6.0 Process for Requesting VPSP**

- 6.1 Eligible faculty members interested in participating in the VPSP should submit an Application to the Dean through their department head. The required VPSP application form provided should be completed.

6.2 Applications must specify:

- a). the proposed date of separation,
- b). the proposed duration of the phased separation period, and
- c). 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 department head must approve the proposal.

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

## **7.0 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 Education and Human Development**  
**Voluntary Phased Separation Program Application Form**

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The Voluntary Phased Separation Program (VPSP) offers eligible faculty members in the College of Education and Human Development the opportunity to make a gradual transition from full-time faculty status to separation from employment at a fixed date, normally for a total of three years. The VPSP allows faculty members to retain tenure, faculty rank, and benefits while decreasing responsibilities and commitments.

Complete the following information, print, and sign.

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

Department(s):

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Proposed Start Date of Phased Separation Period:

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Proposed Date of Separation from TAMU:

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

My signature below indicates my intention to apply for the College of Education and Human Development Voluntary Phased Separation Program.

Signature of Faculty Member:

Date:

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**Approval:**

The faculty member meets the eligibility criteria of the College of Education and Human Development VPSP. The proposed workload and duties meet the needs of the department, division and/or program.

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Department Head Signature

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Printed Name

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Date

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Department Head/Director Signature

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Printed Name

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Date

(co-signed if applicant is jointly appointed)

Signature of Faculty Joint Appointment Member:

Date

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