**Texas A&M University at Galveston**

**Voluntary Phased Separation Program Request Form**

**Summary:**

The Voluntary Phased Separation Program (VPSP) offers eligible faculty members at Texas A&M University at Galveston 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 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 bishopc@tamug.edu.

Name of Faculty Member: **Click or tap here to enter text.**

Faculty Title: Click or tap here to enter text.

Department(s): Click or tap here to enter text.

Proposed Start Date of Phased Separation Period: Click or tap here to enter text.

Proposed Date of Separation from TAMUG: Click or tap here to enter text.

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

Click or tap here to enter text.

I am applying for the Texas A&M University at Galveston’s Voluntary Phased Separation Program.

Signature of Faculty Member Date

**Approval:**

The faculty member meets the eligibility criteria of Texas A&M University at Galveston’s Voluntary Phased Separation Program. The proposed workload and duties meet the needs of the department and/or program.

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

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| --- | --- | --- | --- | --- |
| Chief Academic Officer Signature |  | Printed Name |  | Date |