



TEXAS A&M UNIVERSITY  
**COMMERCE**

June 15, 2020

Dear Faculty,

Texas A&M University-Commerce is offering a Voluntary Separation Program (VSP) for eligible faculty as part of our planning efforts to respond to the unprecedented financial impacts associated with COVID-19. The VSP is a limited one-time opportunity, for tenured faculty, who meet certain eligibility requirements, to voluntarily terminate employment with A&M-Commerce. This program is designed to honor the impact and service to those faculty who have made a career of public service to the State of Texas, The Texas A&M University-System, and Texas A&M University-Commerce.

Faculty members who wish to participate in the VSP must submit an application. The application period for the VSP begins on June 15, at 8:00 a.m. and ends June 29, 2020. Requests received after 5:00 p.m. on June 29, 2020 will not be considered.

The VSP is not an entitlement and any approvals under the VSP must be consistent with the needs of A&M-Commerce, must result in a net benefit to the university as determined by departmental and college administration, and ultimately, the Provost and Vice President for Academic Affairs. Therefore, not every eligible faculty member's request to participate in the VSP may be approved.

Receipt of requests submitted during the application period will be acknowledged electronically using the primary email address listed in the application form. Faculty members whose requests are approved will be notified no later than July 6, 2020, using the primary email address provided in the application form.

Each faculty member, whose request to participate in the program is approved, is required to relinquish tenure and must terminate full time employment with the university no later than August 31, 2020. The VSP is not a retirement program; therefore, eligible faculty members are not required to retire.

Each accepted faculty member who separates from the University in accordance with the VSP will receive a lump-sum payment of their 9 month budgeted salary (excluding stipends) as of May 31, 2020. All payments are subject to deductions required for taxes, or required benefit or obligations existing upon separation for the faculty member.

Faculty members who are uncertain whether they are eligible to participate in the program may contact [Facultyvsp@tamuc.edu](mailto:Facultyvsp@tamuc.edu). Questions about separating from the university, including benefits, should be directed to [HR.Benefits@tamuc.edu](mailto:HR.Benefits@tamuc.edu).

**Full details of the Voluntary Separation Program are available below:**

VSP Webpage: <http://www.tamuc.edu/aboutUs/administrativeOffices/academicAffairs/VSP/default.aspx>

VSP Guidelines:

[http://www.tamuc.edu/aboutUs/administrativeOffices/academicAffairs/VSP/documents/VSP\\_Guidelines.pdf](http://www.tamuc.edu/aboutUs/administrativeOffices/academicAffairs/VSP/documents/VSP_Guidelines.pdf)

VSP Application: <https://dms.tamuc.edu/Forms/VSP>

Sincerely,

John Humphreys

Provost and Vice President for Academic Affairs

  
Provost and Vice President for Academic Affairs  
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