

## **Proposal for a Voluntary Separation Program for Faculty and Extended Term Academic Professionals**

Board of Trustees Meeting  
11/17/16

### **General Information**

- Opportunity for faculty and extended term academic professionals to apply for the Voluntary Separation Program (“VSP”). Applicants will be required to submit a current comprehensive vitae.
- Eligibility requirement: Faculty or academic professionals who have been in rank at the University for at least 20 years as of August 31, 2017. These years do not have to be consecutive.
- Submitting an application to the VSP is voluntary for all eligible faculty and academic professionals. Faculty and academic professionals are encouraged to consider the program; however, no one is required or not required to apply. Application to the VSP will not in any way change the current employment relationship with the University.
- Pending Board of Trustees approval, the request for VSP applications will be announced December 1, 2016, and applications will be accepted through February 1, 2017.
- Deans will review all applications in their colleges and will submit a ranked list of applicants they want to accept into the VSP to the Provost by February 15, 2017. Faculty members or extended term professionals who also hold an administrative appointment and report to a vice president or the president will submit their application directly to their supervisor, with input from the Dean if applicable.
- Applicants will be notified whether or not their applications have been accepted no later than March 1, 2017.
- This VSP is not an entitlement. A fundamental requirement of this program is that any participation in the program must meet the needs of the University as determined by departmental and college administration, and ultimately is the decision of the Provost. Not every eligible faculty and extended term academic professional’s application to participate in the program may be accepted. While it is the intention of the University to allow as many eligible members to participate in the VSP as possible, the University has a limited amount of funding for this program. Applications will be prioritized according to the methodology determined by the Provost to best support the College and University.
- Applicants accepted into the VSP must separate from the University between May 15, 2017 and August 31, 2017. An attempt will be made to honor the requested date of separation; however, the date may have to be modified to accommodate the unit’s needs. Upon request by a dean, the Provost may grant exceptions to separation dates. If the

employee's separation date is also a retirement, they will need to work with HR for retirement counseling.

- Faculty and academic professionals who have academic year appointments will receive a one-time payment of their 9-month budgeted salary as of September 1, 2016, not to exceed \$150,000. For faculty or academic professionals who have fiscal year appointments, the one-time payment will consist of 9/12ths of their budgeted salary. All payments are subject to deductions required for taxes.
- The University may agree to additional provisions such as potential involvement in post separation research or instructional activities or access to lab, office or studio space. Such provisions, if agreed to, will be set forth in a Memorandum of Agreement.
- Accrued and unused vacation payments due to an employee at the time of separation from the University shall be paid in accordance with University regulations.
- For any accrued and unused sick leave, as part of the VSP, the employee will be allowed to choose one of two options: (1) converting up to 960 hours of accrued sick leave to a UW-paid contribution for group health insurance up to a maximum of 36 months; or (2) receiving payment for ½ of the current sick leave balance as of the employee's last working day up to a maximum of 480 hours. Pending approval by the Board of Trustees, this option will be an exception to the requirements outlined in UW Regulation 4-2.VI.B-C for the sole purpose of this Voluntary Separation Program.
- Accepted faculty and extended term academic professionals will be required to sign a Separation Agreement with a release of claims.