

Tennessee State University Voluntary Separation Plan (VSP)

Eligibility Requirements

Eligible Employees	Ineligible Employees
<ul style="list-style-type: none"> • Actively employed faculty members • With at least five (5) total years of service to the University • In a regular, full-time position 	<ul style="list-style-type: none"> • Individuals with less than five (5) total years of service to the University • Non-faculty employees • Employees in part-time positions • Contract or temporary employees • Employees in critical grant-funded positions (primarily funded by a grant, or whose services are critical to the grant activity, awarded or under submission) • Academic Deans • Members of the President's Cabinet • Employees who submitted a notice of retirement or resignation before March 8, 2026

Payout Structure

All individuals accepted into the VSP will receive:

- A lump-sum payment equal to one (1) year of their base salary
- A lump-sum amount equivalent to twelve (12) months of the University's portion of the participant's current monthly health insurance premium (amount varies based on actual plan election)
- Accrued but unused annual leave the faculty member is entitled to based on established TSU policies

Key Deadlines

Date	Deadline
March 9, 2026	Eligible employees notified of VSP availability
April 24, 2026	Applications due via Dynamic Forms no later than 4:30 PM CT
May 1, 2026	Revocation of applications due via Dynamic Forms no later than 4:30 PM CT
May 22, 2026	Notification of acceptance or denial into the VSP
May 29, 2026	Signed Waiver and Release Agreements due via Dynamic Forms no later than 4:30 PM CT
May 29, 2026	Voluntary Separation Date for most employees, unless otherwise notified in writing
June 5, 2026	Waiver and Release Agreement Revocation Requests due via Dynamic Forms no later than 4:30 PM CT
June 30, 2026	Lump-sum payments dispersed to VSP participants

Note: This is a working document and is subject to revision.