



**Voluntary Separation Incentive Program (VSIP) Application
for Tenured and Lecturer Faculty**

Employee Information

Employee Name: _____

Employee ID: _____

Job Title: _____

Dean: _____

School/Department: _____

Employee Email: _____

Phone: _____

Retirement

Separation

Intended Retirement/Separation Date: _____

Application Deadline

Applications for the Voluntary Separation Incentive Program (VSIP) must be submitted via AdobeSign or mailed:

On or before 11:59 pm PST on April 20, 2026 for those eligible faculty retiring or separating prior by May 30, 2026.

- **Applications received after 11:59 pm PST on April 20, 2026 will not be considered.**
- Complete applications will be processed on a first-come, first-served basis.
- Submission via AdobeSign is strongly preferred to facilitate timely processing.
- Mailed applications will be considered received based on the postmarked date.

Acknowledgment and Signature

By signing below, I acknowledge that:

- I have read the VSIP Terms and Conditions in their entirety, including the eligibility requirements, the application deadline, and departmental eligibility limitations.
- I certify that I meet all eligibility requirements and that all information on this application is accurate.
- Participation in the VSIP is strictly voluntary.
- Participation in the VSIP requires me to execute a general waiver and release of all claims.
- My decision to separate—and the separation date listed in this Application—becomes irrevocable upon my execution and return of the Separation Agreement and Release to Faculty Affairs.
- Upon timely execution and return of the Agreement, I will be eligible to receive the severance benefit described in the VSIP Terms and Conditions.
- The VSIP does not create an entitlement; the provisions of the program may change at the discretion of management.
- The University reserves the right to accept or deny applications in accordance with the VSIP Terms and Conditions, including those pertaining to departmental eligibility and operational/business continuity needs.
- I understand that I may consult with legal counsel before signing this application.

Severance Payment:

- For applications received between March 10, 2026 – April 20, 2026 with a separation or retirement date on or before May 30, 2026.
- Employees will receive eighty (80) percent of the calculated severance amount in exchange for signing the FIRST SEPARATION AGREEMENT & RELEASE, after receiving conditional approval to participate in the VSIP (as explained in Section 4.4. of the Terms and Conditions).
- Employees will receive the remaining twenty (20) percent of the calculated severance amount for signing the FINAL SEPARATION AGREEMENT & RELEASE on their last day of employment.

Employee Certification

Employee Name: _____

Signature: _____

Date: _____

Faculty Affairs Review

Faculty Affairs Representative: _____

Signature: _____

Date: _____

Submission Instructions

Please submit via AdobeSign or mail to:

Office of Faculty Affairs
c/o AVP Elizabeth Heise
Cal State LA
5151 State University Drive
Student Services Building Suite 7320
Los Angeles, CA 90032
Email: eheise@calstatela.edu