**Appendix A**

**Faculty Voluntary Separation Incentive Plan**

**Application**

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|  |  |  |
| Last Name |  | First Name |
|  |  |  |
| Position Title |  | Department |
| Separation Date: | August 31, 2020 |

By signing below, the employee acknowledges that they have read and understand the Colorado State University-Pueblo Voluntary Separation Incentive Plan (the “Plan”) for Tenured Faculty. The employee specifically acknowledges the following:

1. The employee is volunteering of their own free will for a voluntary separation and that no coercion or intimidation was exerted upon the employee.
2. The employee meets the eligibility requirements as outlined in the Plan.
3. The employee understands that participation in the Plan will require that they agree to waive all rights afforded by tenure, and to waive other rights and claims, as outlined in a Voluntary Separation Incentive Agreement (the “Agreement”) and as allowed by law. Before submitting this application, the employee understands that they may review the terms of the Agreement and that the Agreement may be accessed on the Human Resources webpage at <https://www.csupueblo.edu/human-resources/faculty-and-administrative-professionals/index.html> and as such has been provided to the employee.
4. The employee understands that no payment will be made until August 31, 2020 and after there has been compliance with all other provisions of the Agreement including but not limited to a potential seven-day revocation period by the employee has expired.
5. The final authority to approve or deny any Plan application resides with the President, after recommendation by the appropriate Dean and Provost. Final decisions on Plan applications are not subject to appeal or grievance.
6. The employee understands that the application does not guarantee participation in the Plan. Acceptance and approval of the application and therefore participation is contingent on the best interests of CSU-Pueblo.
7. The employee understands that the deadline to approve the application will be February 7, 2020. The employee will an email from the Provost indicating if their applications has been approved by that date. The employee must schedule an appointment before February 15, 2020 to meet with the Deputy General Counsel, Johnna Doyle at 549-2130, to receive the Agreement. The employee will have 45 days from the day they receive the agreement to sign it and return it to Ms. Doyle. After the employee signs the agreement, the employee may have an additional 7 days to revoke the agreement if applicable.
8. This application does not constitute a binding agreement between CSU-Pueblo and the employee, and is only for the purpose of assessing whether the employee will be approved to participate in the Plan.
9. The completed application must be turned into the Provost’s Office no later than 5:00 p.m. on January 31,2020.

If the employee’s application is approved, the employee understands and acknowledges that they will be required to execute the Agreement and that the employee is not entitled to any benefits set forth by the Plan and/or the Agreement unless the Agreement is timely and fully executed by all parties and the Controller.

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| Employee Signature | Date |
|  |  |
| Dean | Date |
| Approve |  | Disapprove |  |
|  |  |  |
| Dr. Mohamed Abdelrahman, Provost | Date |
| Approve |  | Disapprove |  |
|  |  |  |
| Dr. Timothy Mottet, President | Date |
| Approve |  | Disapprove |  |