

INSTRUCTIONS: This form is to be used by faculty to request a **change** in their previously approved Faculty Early Retirement Program (FERP) participation. Submit request to your department at least 6 months prior to the beginning of the academic year you wish to make the change in your FERP. Upon approval you will receive a letter outlining the conditions of your appointment.

TO BE COMPLETED BY FACULTY MEMBER

Name: _____ **Dept. Name:** _____

I REQUEST TO MAKE THE FOLLOWING CHANGE IN MY FERP PERIOD OF EMPLOYMENT

From my current approved period of employment (check one):

<input type="checkbox"/> Fall Semester, Full-Time	<input type="checkbox"/> Spring Semester, Full-Time	<input type="checkbox"/> Academic Year, 50%
Other (please indicate number of units each semester): Fall: _____ Spring: _____		

To my requested new period of employment (check one):

<input type="checkbox"/> Fall Semester, Full-Time	<input type="checkbox"/> Spring Semester, Full-Time	<input type="checkbox"/> Academic Year, 50%
Other (please indicate number of units each semester below):		

Semester:	Instructional Units:	Service Units:	Total Units:	Time Base for Semester:
Fall	+		= out of 15 units	= _____ % Time Base
Spring	+		= out of 15 units	= _____ % Time Base

Academic Year this change is requested to take effect:

I understand that my selected assignment of FERP is at the discretion of the University and requires approvals. It is dependent primarily upon the recommendation of the department chair and dean and their assessment of program impact.

Comments (Attach additional pages if needed):

Faculty Signature: _____ **Date:** _____

TO BE COMPLETED BY DEPARTMENT CHAIR

Recommend Approval Yes No

Comments:

Department Chair Signature: _____ **Date:** _____

TO BE COMPLETED BY DEAN

Recommend Approval Yes No

Comments:

Dean Signature: _____ **Date:** _____

TO BE COMPLETED BY ASSOCIATE VICE PRESIDENT FOR FACULTY AFFAIRS

cc: Personnel File

Recommend Approval Yes No

Comments:

AVP for Faculty Affairs Signature: _____ **Date:** _____