

TO BE COMPLETED BY FACULTY

Name:	
Department:	
Requested Reduction: <i>(Maximum of 6 Instructional WTU's)</i>	
Fall 2020 Semester - Due by August 1, 2020	
Reduction to Instructional Units - Maximum of 6	
Total Instructional WTU's Working	+
Fall Total Workload	=
Lecturers = 15 Instructional WTU's = Full Time Tenured/Tenure Track = 12 Instructional WTU's + 3 Service Units = Full Time	
Spring 2021 Semester – Due 30 days prior to the beginning of the term	
Reduction to Instructional Units - Maximum of 6	
Total Instructional WTU's Working	+
Spring Total Workload	=
Lecturers = 15 Instructional WTU's = Full Time Tenured/Tenure Track = 12 Instructional WTU's + 3 Service Units = Full Time	
I understand that my requested reduction in assignment is at the discretion of the Appropriate Administrator and requires approvals. Approval is dependent upon the recommendation of the department chair and dean and their assessment of program impact.	
I understand this voluntary reduction in time base is accompanied by a reduction in pay, prorated to the amount of the time base reduction, for the full semester and it is my responsibility to be aware of CalPERS implications, as voluntary reduction in time base reduces service credit accrual in accordance with CalPERS regulations.	
Faculty Signature:	Date:

TO BE COMPLETED BY DEPARTMENT CHAIR

Recommended: Yes No	
Comments:	
Department Chair Signature:	Date:

TO BE COMPLETED BY DEAN

Approval: Yes No	
Comments:	
Dean Signature:	Date:

FACULTY AFFAIRS USE ONLY cc: Personnel Action File

AVP Faculty Affairs Signature:	Date:
Faculty Fraction for Transaction:	FTE based on Faculty Fraction:
Keyed into PeopleSoft:	Date: