

## Voluntary Reduction in Time Base Request for Full Time Faculty

MOU – Impacts related to COVID-19 On Operations (6/1/2021)

TO BE COMPLETED BY DEAN  Approval: Yes No  Comments:	TO BE COMPLETED BY FACULTY			
Reduction: (Maximum of 6 Instructional WTU's) Fall 2021 Semester - Due by August 1, 2021  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 2022 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 bae 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:	Name:			
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	David Standard		D. I.	
Dean Signature: Date:			Date:	
FACULTY AFFAIRS USE ONLY  cc: Personnel Action File	FACULTY AFFAIRS USE ONLY	CC	: Personnel Action File	
AVP Faculty Affairs Signature: Date:				
Faculty Fraction for Transaction: FTE based on Faculty Fraction:	AVP Faculty Affairs Signature:		Date:	
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