

## **FACULTY FTE APPOINTMENT REDUCTION POLICY AND PROCEDURE**

### **College of Pharmacy**

**PURPOSE:** Periodically, faculty members request a reduction in FTE appointment level for personal, professional, or other reasons. The purpose of this document is to provide guidance for the consideration of such requests from faculty and outline the procedure required for approval of these requests. This policy applies to tenured, tenure track and clinical/professional faculty.

**INITIATION OF REQUEST:** The process is initiated by a faculty member who desires a reduction in FTE appointment level for one or more semesters. The request should be made in writing and outline the requested period for the reduction. Typically, an initial request can be for no longer than two years. This written request should be made to the Head of the unit in which the faculty member holds an appointment.

**ASSESSMENT OF REQUEST BY UNIT HEAD:** In evaluating the request for reduction in FTE appointment level, the Department Head should consider the following:

- Whether the intent of the specific position can be fulfilled in the context of a reduced appointment,
- The ability to provide coverage for the faculty member's responsibilities during the period of appointment reduction,
- The impact of such a reduction on the overall learning, discovery, and engagement mission of the Department, and
- The impact of a reduction on other faculty in the Department.

If the Head believes the reduction can be granted without adversely affecting the unit and its mission, he/she should prepare a memo for the Dean's approval and draft a letter of agreement to the faculty member as outlined below. If the faculty member is on the tenure track and holds probationary status, the appointment level can be reduced to no less than 0.5 FTE (Executive Memorandum B-48, Section II.3.b).

A new contract (President's Office Form 19) must be completed for any and all changes in FTE. The letter of agreement (section 2 below) should be included as an attachment and referenced on the Form 19. Requests for reduced FTE should be submitted at least one semester in advance, or within a mutually agreed upon timeframe in order to allow the department to plan for accommodating the request.

**HEAD REQUEST FOR APPROVAL OF REDUCTION IN APPOINTMENT:** All requests for reduction in appointment must be approved by the Dean of the College prior to

submission for final approval by the Provost. Submitted requests should contain two elements:

1. *A memo from the Head, addressed to the Provost, with a signature line of supporting approval by the Dean, requesting approval for the reduction in FTE appointment level.* This memo should specify the name and appointment title of the faculty member, the current FTE appointment and requested reduction, the reason for the requested reduction, the period of the requested reduction, and expected impact on the programmatic mission of the Department.
2. *A draft of the letter of agreement from the Head to the faculty member.* This letter should outline the level of appointment, period for which reduction is approved, and specific duties during the period of the reduction. The letter should also specify that at the end of the period of approved FTE appointment reduction (which can be no longer than 2 years) the faculty member will be required to return to the original FTE appointment level. In the absence of an approved continuance of the reduced appointment, refusal to return to the original FTE level at the end of the approved period will be deemed to be a resignation of faculty appointment effective at the end of the period of reduction.

For tenure track faculty, the impact of the FTE reduction on the length of the probationary period must be addressed in the letter of agreement and conform to the requirements of Executive Memorandum No. B-48, Tenure Policies.

Requests for continuance of a reduced appointment will be initiated in the same manner as the initial request. In the case wherein approval for continuance of a reduced FTE appointment is granted, a new letter of agreement must indicate that by accepting a continued reduced appointment, the faculty member is waiving any guarantee to be able to return to the original FTE appointment level. Such a waiver does not preclude the faculty member from requesting an increase in the FTE appointment at a future date. Such changes will be dependent upon availability of funding, academic need, and appropriate university approvals.

*Note: This policy does not apply to continuing lecturers nor does it address FTE reductions for continuing lecturers.*

Effective date: April 1, 2009

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