Procedures on Appointment, FTE, and Workload

1. A faculty member’s full-time or part-time appointment, FTE, and workload are contractual. Any change to full-time or part-time status, FTE, and/or workload requires the agreement of the University and approval by an authorized administrator. A faculty member, himself/herself, cannot unilaterally amend his/her full-time or part-time status, FTE, and/or workload.

2. All agreements reducing FTE must be documented in a Memorandum of Understanding (“MOU”) signed by the faculty member and an authorized administrator in the department/unit, the dean or designee, and approved by the Provost or designee. Generally, the term of an MOU shall be one (1) year. Arrangements for a reduction in FTE shall be reviewed annually to determine if they continue to benefit the University. Normally, the total length of a reduction in FTE shall be no longer than two (2) years.

3. A faculty member may seek a reduction in FTE as a phased reduction in workload in the years prior to retirement. In such cases, the University will consider approval of a negotiated reduction in teaching load and FTE on a short-term basis, not to exceed three (3) years, provided that the faculty member first signs an agreement to retire on a date certain. The terms of any reduction in workload in the years prior to retirement require the advance approval and agreement of the University through an MOU.