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|-------------|--------------------------------|-----------------------------|
| Name: | | |
| Department: | | |
| Select One: | Full-Time Tenure Track Faculty | Full-Time Temporary Faculty |

Reductions in Time Base

(Memorandum of Understanding between the CFA and the CSU – 06/05/2020*)

- Reductions in time base applies to instructional WTUs only. Full time faculty may obtain up to a maximum of 6 WTUs each semester. A request for time base reduction must be made for an entire term and may not be rescinded once granted.
- This time base reduction is accompanied by a proportionate reduction in salary.
- Tenured and probationary faculty who are approved for a reduction in time base under this provision will return to full time service in the 2021-22 academic year.
- Probationary faculty and Associate Professors who are approved for a reduced time base shall be credited the full year for the purposes of RTP eligibility. A reduction in time base does not extend the probationary period for tenure or the eligibility for promotion.
- Full time temporary faculty with 3-year appointments who request a reduction in time base in the third year of their appointment will have entitlement eligibility based upon 22.2 for any subsequent reappointment.

| REDUCTION IN TIME BASE – maximum of 6 instructional WTUs per semester | |
|---|-------------------------|
| TERM | REDUCED BY (# of WTU's) |
| <input type="checkbox"/> Fall Semester 2020 | |
| <input type="checkbox"/> Spring Semester 2021 | |
| Effective: Semester _____ Academic Year _____ | |

| SIGNATURES: | | | |
|---|------|---|------|
| | | | |
| EMPLOYEE'S PRINT & SIGNATURE (FORWARD TO DEPARTMENT CHAIR) | DATE | DEPARTMENT CHAIR'S PRINT & SIGNATURE (FORWARD TO DEAN) | DATE |
| | | | |
| DEAN'S PRINT & SIGNATURE (FORWARD TO FACULTY AFFAIRS) | DATE | PROVOST'S SIGNATURE | DATE |

* https://www.calfac.org/sites/main/files/cfa_mou_on_covid_impacts_to_operations_06.05.2020_encrypted_.pdf