

### **Voluntary Reduction in Time Base Requests for Full Time Faculty for the 2021-2022 Year**

In June 2021, the CSU and California Faculty Association signed a Memorandum of Understanding (“MOU”) on the impacts related to COVID-19 on campus operations. The MOU includes the option for full-time faculty to request a voluntary reduction in time base for the 2021-2022 academic/fiscal year. Specifically, the MOU states that the University, at the sole discretion of the appropriate administrator, may grant a request for a temporary reduction in time base for the Fall 2021 or Spring 2022 semester or the 2021-2022 academic/fiscal year to Tenure Track Faculty or those with a full time 3-year appointment making such a request. Eligible faculty interested in requesting this temporary reduction in time base should submit their request as early as possible, but **no later than August 1, 2021**.

Eligible faculty may take a reduction of instructional WTUs only. The reduction is limited to a maximum of 6 units (.4 time base) each semester. The faculty member’s pay will be reduced to the pro-rata units worked.

For example: If the faculty’s full time base pay is \$6000 per month and the faculty is approved to take a 3 unit (.2) reduction in time base for a semester, the monthly salary for the 6 pay warrants for that semester will be \$4,800.

Once the reduction is approved, it is valid for the entire period requested and may not be rescinded. The faculty will return to their full time service at the conclusion of the time base reduction.

Probationary faculty and Associate Professors who are approved for the time base reduction shall be credited the full year for the purposes of RTP eligibility. The reduction in time base does not extend the probationary period for tenure or the eligibility timeline for promotion, sabbatical, or difference in pay. Participation in this program will not be viewed negatively in RTP evaluation processes.

Full time 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 [Article 22.2](#) for any subsequent reappointment. Evaluations of full time temporary faculty in the third year of a 3-year appointment will continue to follow contractual parameters. A reduction in time base shall not be viewed negatively in the evaluation process for temporary faculty.

Full time Counselors and Librarians may request to have their work hours reduced by up to 16 hours per week (.4 time base reduction) with the approval of the appropriate administrator and the concurrence of the direct supervisor who has the authority to determine operational and staffing needs.

The reduction in time base will reduce the service credit accrual of CalPERS in accordance with CalPERS regulations.

The decision of the appropriate administrator to deny a requested reduction in time base will not be subject to Article 10, the grievance procedure. Reasons for denials for a reduction in time base shall be reduced to writing.



Any interested eligible faculty should complete the online request form found here: [VRTB Request Form](#). This form can also be found on the HRDI website on the [Coronavirus \(COVID-19\) Resources webpage](#). Forms will be submitted to Natalie Bersig, Senior Director of Academic HR Services, [nbersig@fullerton.edu](mailto:nbersig@fullerton.edu). Natalie will review the request and forward the form for review by the appropriate administrator. Faculty will receive a written response on the approval or denial of the request. The decision of the appropriate administrator to deny a requested reduction in time base will not be subject to Article 10, the grievance procedure.

Should you have any questions please direct them to Natalie Bersig at [nbersig@fullerton.edu](mailto:nbersig@fullerton.edu) or visit our website [Faculty Compensation](#).