

APPENDIX W
REQUEST for ARTICLE 18 – REDUCED WORKLOAD PROGRAM
(Article 18 – Reduced Workload Program)

Foothill-De Anza Community College District

In accordance with the provisions of *Article 18 – Reduced Workload Program*, this form constitutes the specified written request for participation in the program (*Section 18.8.2*).

Name: _____	CWID: _____										
<input type="checkbox"/> Initial Request First College Year of Participation: _____											
Requested number of years of Article 18 Reduced Workload Contract (<i>Section 18.8.2.3</i>): _____											
<input type="checkbox"/> Change Effective Date (College Year) _____											
I am requesting an Article 18 Reduced Workload Contract of _____ Load/% (at least 0.500 Load).											
Load Configuration for Reduced Contract (<i>Sections 18.8.1 and 18.8.2.2</i>):											
<u>Instructional Period</u> Fall Quarter Winter Quarter Spring Quarter 11 th Month* 12 th Month* <small>*Only available for faculty normally assigned an 11- or 12-month contract.</small>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"><u>Load</u></td> <td style="width: 50%; padding: 5px;"><u>Reminders</u></td> </tr> <tr> <td style="border-top: 1px solid black; padding: 5px;">_____</td> <td rowspan="5" style="vertical-align: top; padding: 5px;"> <i>QUARTERLY LOAD must not exceed customary departmental load configuration for regular and contract faculty.</i> <i>LOAD TOTAL must match the Article 18 Workload Contract requested above.</i> </td> </tr> <tr> <td style="border-top: 1px solid black; padding: 5px;">_____</td> </tr> <tr> <td style="border-top: 1px solid black; padding: 5px;">_____</td> </tr> <tr> <td style="border-top: 1px solid black; padding: 5px;">_____</td> </tr> <tr> <td style="border-top: 1px solid black; padding: 5px;">_____</td> </tr> <tr> <td style="border-top: 1px solid black; padding: 5px; text-align: right;">_____ Load Total</td> <td></td> </tr> </table>	<u>Load</u>	<u>Reminders</u>	_____	<i>QUARTERLY LOAD must not exceed customary departmental load configuration for regular and contract faculty.</i> <i>LOAD TOTAL must match the Article 18 Workload Contract requested above.</i>	_____	_____	_____	_____	_____ Load Total	
<u>Load</u>	<u>Reminders</u>										
_____	<i>QUARTERLY LOAD must not exceed customary departmental load configuration for regular and contract faculty.</i> <i>LOAD TOTAL must match the Article 18 Workload Contract requested above.</i>										

_____ Load Total											

In requesting this Article 18 Contract, I, the faculty employee, affirm the following:

- I meet the *eligibility criteria* specified in *Section 18.2* of the *Agreement*.
- I have *met with the Dean* or appropriate administrator by **January 15** to determine through mutual agreement the load configuration schedule by which the reduced contract shall be fulfilled (*Section 18.8.1*).
- I understand that in order to *initiate an Article 18 reduction in load* or to *subsequently change the load* of my reduced contract, I must (a) meet with the Dean to reach mutual agreement on the load; and, (b) submit Appendix W for the initial request or revised load to the College President or designee by **March 1** of the preceding academic year (*Sections 18.8 and 18.9*).
- I understand that I *must submit a letter of resignation for the purpose of retirement* and shall retire at the conclusion of the number of years of reduced contract requested above (*Section 18.4*).

Employee	Date	Division Dean	Date
Vice President	Date	President	Date

Initial Request: President Office Submit to Campus Administration for Board Submittal
Subsequent Change: President Office Submit to District Human Resources