Date

To: [Continuing Lecturer Name]

From: \_\_\_\_\_\_\_\_\_\_\_\_, Department Chair

 Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Re: Notice of Reduction in Time

In accordance with Article 17, Section E of the Non-Senate Instructional Unit Memorandum of Understanding (MOU), this is to notify you of a reduction in time in your appointment. Due to [a programmatic change][budgetary considerations requiring reduced courses in our department][lack of work], your course load for \_\_\_\_\_\_[AY] will unfortunately be reduced to \_\_\_% with a total of \_\_\_ courses, a reduction from your current base appointment of \_\_%. [Only if PAY-IN-LIEU IS applicable: Consistent with the provisions in Article 17, Section K, you will receive pay in lieu of notice for \_\_\_ calendar days from \_\_\_\_\_\_ to \_\_\_\_, 20\_\_.] This reduction in your appointment is effective \_\_\_\_\_\_\_\_\_\_\_\_\_\_[date].

You will eligible for reemployment consideration for two (2) years from \_\_\_\_\_\_\_\_\_\_\_[same effective date as paragraph 1], in accordance with Article 17, Sections G and K.

I suggest that you contact EEC promptly regarding questions you may have about benefits, COBRA coverage, retirement, unemployment insurance, and other issues relating to this action.

If you have any questions, please let me know. Thank you in advance for your understanding in this matter.

I have read the above and acknowledge notice for reduction in time starting \_\_\_\_\_\_\_\_\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

cc: Dean’s Office

Academic Personnel