

Reduction in Time or Layoff Proposal for Non-Senate Academic Appointee

INSTRUCTIONS: Please complete this form and forward electronically with a draft of notice letter to the Dean's Office. If the proposed action is out of seniority order, a memo justifying the lack of skills or knowledge of the more senior employee is also required.

- ROUTING:**
1. Unit to Dean's Office
 2. Dean's Office to Academic Personnel
 3. Academic Personnel Office reviews then sends to Dean's Office and Department

Section 1: Designated Employee Information

Name: _____ Employee ID: _____ Department: _____
 Title/Step: _____ School: _____
 Months of full time equivalent academic service: _____ Visa Status: _____ Leave Status: _____

Section 2: Action

- Reduction in Time (From ___% to ___%)
 Layoff - Full Separation

Proposed Effective Date of Action: _____

Reason for Action:

- Lack of Work
 Lack of Funds (*attach proof*)
 Programmatic Change

Explanation:

For an involuntary reduction in time, describe how the work will be adjusted and indicate how the adjustment is being communicated to the Academic Researcher:

Section 3: Other Academic Researcher Information

List appointees in the layoff unit at the same title as the selected appointee: (*attach additional pages, if necessary*)

Name	Title/Step	Months of FTE Academic Service	Reason not selected <small>(e.g. possesses special skills, knowledge/abilities essential to department, level of seniority, etc.)</small>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Section 4: Approvals

Department Chair	Date	Dean or Designee	Date

Office of Academic Personnel Use Only

Review Date