**Temporary and Voluntary Reduction (TVR) of Full-Time Equivalency (FTE)**

**Spring 2022 semester**

UA-UNM and the Administration offer the TVR of FTE as relief to faculty from assigned workload duties, and flexibility to dedicate time to family care and other personal responsibilities for reasons related to the COVID-19 pandemic.

Tenure-track/tenured faculty and lecturers, with approval from the department chair/program director and dean, may receive a one-course reduction, equivalent to three teaching load units, for the Spring 2022 semester. The FTE reduction will be implemented via a 10% compensation reduction during each month of the Spring 2022 semester. Priority will be given to faculty who have no other release time or workload reductions for Spring 2022.

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| **TVR Request/Submission Timeline:** | **Date:** |
|  Spring 2022 semester  | October 15, 2021, 5:00 p.m.  |

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| --- | --- |
| Name: | Department Contact Name:  |
| UNM Banner ID: | Department Contact Phone: |
| Department: | Position Number: |
| Org: | Current Appointment %: **100% (1.0 FTE)****Compensation reduction Spring 2022: 90% FTE**  |
| **Effective date of TVR of FTE Spring 2022 semester**January 10, 2022 - May 14, 2022 |

**Reason for TVR of FTE (check the criteria that apply):**

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|  diagnosed with COVID-19 and needing additional time to recover |  supporting a child, under the age of 18, with remote K-12 learning |
| caring for a family member or household member diagnosed with COVID-19 who needs additional support for recovery |  caring for a child whose place of care is closed |

**I acknowledge that I am aware that the temporary and voluntary reduction of FTE may impact my benefits, timeline toward eligibility for sabbatical leave, and am familiar with the relevant policies and have been advised to discuss any other questions with HR Benefits.**

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Faculty Member Date Dean Date

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Chair/Director Date Provost Date