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

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

Tenure-track and tenured faculty members, with approval from the department chair or program director, may receive a one-course reduction, equivalent to three teaching load units, with a 7% compensation reduction of Academic Year (AY) salary, which will be implemented via a 14% reduction during each month of the Spring 2021 semester.

|  |  |
| --- | --- |
| **TVR Request/Submission Timeline:** | **Date:** |
| For best consideration  | October 30, 2020, 5:00 p.m. |
| For faculty whose circumstances change | October 31, 2020-December 15, 2020 |
| Emergency Requests | After December 15, 2020 |

|  |  |
| --- | --- |
| Name: | Department Contact Name:  |
| UNM Banner ID: | Department Contact Phone: |
| Department: |  |
| Org: | Position Number:  |
| Effective date of TVR of FTE: January 11, 2021-May 14, 2021 | Current Appointment %:Proposed TVR of FTE |

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

|  |  |
| --- | --- |
|  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 |

**Any funds realized from TVR that are not applied to hiring replacement faculty will be disbursed in equal amounts to TVR participants’ research accounts in May 2021. Funds can be used for research or professional development purposes.**

I do not wish to receive research or professional development funds.

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

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

Faculty Member Date Dean Date

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

Chair/Director Date Provost Date