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:

◉ Initial Request First College Year of Participation: _____

Requested number of years of Article 18 Reduced Workload Contract (*Section 18.8.2.3*): _____

◯ 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
(*Sections 18.8.1 and 18.8.2.2*):

Instructional Period	Load	Reminders
Fall Quarter	_____	*QUARTERLY LOAD must not exceed customary departmental load configuration for regular and contract faculty.*
Winter Quarter	_____	
Spring Quarter	_____	*LOAD TOTAL must match the Article 18 Workload Contract requested above.*
11th Month*	_____	
12th Month*	_____	
*Only available for faculty normally assigned an 11- or 12-month contract.	_____ **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