

**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: _____																	
<input type="checkbox"/> Initial Request    First College Year of Participation: _____ Requested number of years of Article 18 Reduced Workload Contract ( <i>Section 18.8.2.3</i> ): _____																		
<input type="checkbox"/> Change    Effective Date (College Year) _____																		
I am requesting an Article 18 Reduced Workload Contract of _____ Load/% (at least 0.500 Load ).																		
<b>Load Configuration for Reduced Contract</b> ( <i>Sections 18.8.1 and 18.8.2.2</i> ):																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 5px;"><u>Instructional Period</u></th> <th style="text-align: left; padding: 5px;"><u>Load</u></th> <th style="text-align: left; padding: 5px;"><u>Reminders</u></th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Fall Quarter</td> <td style="padding: 5px;">_____</td> <td rowspan="5" style="padding: 5px; vertical-align: top;"> <i>QUARTERLY LOAD must not exceed customary departmental load configuration for regular and contract faculty.</i>   <i>LOAD TOTAL must match the Article 18 Workload Contract requested above.</i> </td> </tr> <tr> <td style="padding: 5px;">Winter Quarter</td> <td style="padding: 5px;">_____</td> </tr> <tr> <td style="padding: 5px;">Spring Quarter</td> <td style="padding: 5px;">_____</td> </tr> <tr> <td style="padding: 5px;">11<sup>th</sup> Month*</td> <td style="padding: 5px;">_____</td> </tr> <tr> <td style="padding: 5px;">12<sup>th</sup> Month*</td> <td style="padding: 5px;">_____</td> </tr> <tr> <td style="padding: 5px;">*Only available for faculty normally assigned an 11- or 12-month contract.</td> <td style="padding: 5px; text-align: right;"><b>Load Total</b></td> <td style="padding: 5px;">_____</td> </tr> </tbody> </table>	<u>Instructional Period</u>	<u>Load</u>	<u>Reminders</u>	Fall Quarter	_____	<i>QUARTERLY LOAD must not exceed customary departmental load configuration for regular and contract faculty.</i>  <i>LOAD TOTAL must match the Article 18 Workload Contract requested above.</i>	Winter Quarter	_____	Spring Quarter	_____	11 <sup>th</sup> Month*	_____	12 <sup>th</sup> Month*	_____	*Only available for faculty normally assigned an 11- or 12-month contract.	<b>Load Total</b>	_____	
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**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**