# Temporary Reduction in Percentage of Time (TRPT) Requests for Senate Faculty

Prior to filling out the request in ADVANCE, faculty should:

1. Review the **General Information** Section.
2. **Identify qualifying circumstance/s** for requesting the reduction in time.
3. **Determine reduction start and end dates, percentage of effort.**
4. **Review the terms of the Memorandum of Understanding** (MOU).
5. **Meet and discuss the above with their supervisor/division chief and/or department chair**; outline the agreed upon expectations for the reduction in time period.

For questions on TRPT policy or process, please contact your HR leave specialist.

How to find your HR leave specialist:

Visit <https://hr.ucsf.edu/find-rep>

In the “Find Your HR Representative Search” box, enter your last name (or department name) and wait for pre-populated options to appear

Select your name and press enter

Search results will provide a list of your HR contacts including your HR leave specialist

## General Information

## UC policy requires that all members of the academic senate must hold an appointment of full-time service to the university in their respective academic series. However, under qualifying circumstances, a UCSF Senate faculty member (Ladder, In Residence, Clinical X series) may be eligible to temporarily reduce their percentage of appointment from full time to part time.

Eligibility

**Senate Faculty members** (Ladder, In Residence, Clinical X series) are eligible to make a request for a temporary reduction in percentage of time based on the following circumstances- childcare (birth parent, non-birth parent), care for a family member, faculty member’s own serious health condition, bereavement, or other family needs.

Qualifying Circumstances

The faculty member does not have to take a formal leave or have a modification of duties to qualify.

* **Childcare - Birth parent**

The faculty member is responsible for 50 percent or more of the care of the child under the age of 18 years.

* **Childcare - Non-birth parent**

The faculty member is responsible for 50 percent or more of the care of the child under the age of 18 years.

* **A faculty member’s own serious health condition**

Faculty member’s reduction is necessary due to their own serious health condition.

* **Care for close family member who is seriously ill** for which appropriate supporting documentation is on file with the UCSF Human Resources office.[[1]](#footnote-1)
* **Bereavement of a close family member**

Faculty member’s reduction is necessary due to death of a close family member.

* **Other family needs** (not related to a health condition or disability)   
  Please describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Guidelines

At UCSF, a temporary reduction in percentage of time (TRPT) request may be approved for up to a period of 5 years. Additional requests may be submitted if existing or new qualifying events apply.

Effort may not be reduced below 51% unless medically necessary. At all times, faculty members on a TRPT will remain active participants in their Health Sciences Compensation Plan and will be subject to the terms of the plan.

At UCSF, a request for a TRPT cannot be permanent. The faculty member must return to full-time service at the end of the agreed-upon period of temporary reduction.

* APM -220-16-d requires that the period of temporary reduction in percentage of time of an appointment shall be set forth in a memorandum of understanding and may be shortened or extended by written agreement between the faculty member and the University.

## Memorandum of Understanding

**Memorandum of Understanding (MOU) between Appointee and   
University of California San Francisco (University) for   
Temporary Reduction in Percentage of Time**

**The terms below specify the expectations for workload, productivity, reviews and any other applicable conditions of the appointment.**

1. Appointee will continue to be a University of California employee and a member of the Health Sciences Compensation Plan (HSCP) during the time period for the temporary reduction in percentage of paid effort. Appointee will remain subject to all UC policies, including, but not limited to, Academic Personnel Manual, conflict of commitment and outside professional activities of HSCP (APM 671), the UC Patent Policy and the UC Copyright Policy. (APM 670-19) Other Outside Income That May be Retained by Plan Members states that patient care activities must be provided within the University setting, or as part of an approved affiliation agreement or professional service agreement. All clinical income is due to the Plan. In no case will Plan participants be allowed to retain income from patient care activities.
2. Appointee’s scholarly accomplishments are to be kept in proportion to the percentage of time of the appointment, but the same quality of performance is expected as for a full-time appointee.

Please describe how the expectations of this position will be adjusted in order to reflect a reduced percentage of effort. Each of the relevant domains (teaching, research/creative/scholarly activities, clinical service, university service, administrative) should be addressed.

*Examples: the appointee may be expected to reduce the number of days/week in the laboratory and/or the number of clinics/week and/or rotate off as a member of a particular department/school/campus committee.*

**Clinical, if applicable**

**Research/Creative/Scholarly activities as applicable**

**Teaching, as applicable**

**University Service, as applicable**

**Administrative, as applicable**

1. Appointee will be eligible for academic personnel reviews at normative time for the appropriate rank and step, and must be reviewed at intervals no longer than five years. For guidance on performance expectations for part-time appointees, see APM 220 Appendix B.
2. Appointee will accrue sabbatical/professional development leave credit in accordance with APM 740-11a and local campus policies.
3. Appointee’s salary will be determined in proportion to their reduced time as requested above. Appointee’s salary will be adjusted by any applicable academic range adjustments granted by The Regents of the University of California during the life of this agreement.
4. Appointee understands and agrees that the University will remain their primary professional commitment. All current and new University policies will apply for the duration of their appointment.
5. If appointee holds a tenure track appointment, they will retain their tenure status for the duration of this MOU; however, failure to return to full-time university service may affect the appointee’s retention of a tenured faculty appointment.
6. Appointee is responsible for consulting with the UC San Francisco Benefits Office to ascertain their rights and responsibilities regarding benefits, service credit, retirement information, and any other related issues that may be affected by their reduction in percentage of time appointment.

## **TRPT Request Options in Advance**

A TRPT request may be approved for up to a period of 5 years. Should a faculty member wish to make changes to the approved request, or have a new qualifying event, the following options are available:

Choose **New** if you would like to:

* request to reduce your percentage of effort for the first time
* request to reduce your percentage of effort because you have a new qualifying event
* extend a request to reduce your percentage of effort but it has already expired.

Choose **Amend** if you would like to:

* request to shorten the period and/or
* request changes to the duties of the original request (MOU details) and/or
* request changes to the percentage of effort.  
  \*You must have an existing approved TRPT request with the same qualifying event/s that has not yet expired.

Choose **Extend** if you would like to:

* lengthen the date of the request beyond the original approved time period.

\*You must have an existing approved TRPT request with the same qualifying event/s that has not yet expired. The start date of the extension will be the day after the end date of the previously approved request.

1. Provision also covers other persons residing in appointee’s household or cases involving close personal connection or interdependence. Supporting medical documentation may be required. [↑](#footnote-ref-1)