

Basics

Eligibility: Academic Senate faculty members (Ladder, In Residence, Clinical X series) may be eligible to temporarily reduce their percentage of appointment from full time to part time for a specified period of time to accommodate family needs such as childcare, serious health condition, taking care of a family member, or bereavement.

Required: BEFORE submitting the Temporary Reduction in Percentage of Time (TRPT) request, the candidate should meet with their chair/ORU director to review the terms of the MOU and discuss appointment details outlined in the [TRPT planning template](#). The candidate does not have to take a formal leave or have a modification of duties to qualify. Candidates are also encouraged to consult with their HR leave specialist. The HR leave specialist is a resource for eligibility, appropriate policies and benefits.

Approvals: After the request has been submitted in ADVANCE, the request is reviewed by the department chair, dean or designee, and the vice provost for academic affairs.

Getting Started

Log in to Advance, via MyAccess.
Find the Reduction in Time Request: From the For Review tab, select Academic Requests sub-tab, then click on the name of the candidate whose request you will review.

- Only requests pending your review and/or the review of a joint chair/dean (if applicable) will appear on this page:

The screenshot shows the ADVANCE system interface. At the top, there are navigation tabs: Overview, My CV, My Packet, Proxy, and For Review. The 'For Review' tab is selected. Below the tabs, there is a sub-tab for 'Academic Requests'. A table displays a list of requests. The table has columns for Candidate, Department, Type, Start Date, End Date, and Approval Status. One entry is visible: McDonald, Donald M, Anatomy, Reduction in % Time, 12/01/20, 03/31/21, Pending Chair Review.

Candidate	Department	Type	Start Date	End Date	Approval Status
McDonald, Donald M	Anatomy	Reduction in % Time	12/01/20	03/31/21	Pending Chair Review

Reviewing the Request

- Effort may not be reduced below 51%.
 - 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 appointee and the University.
 - Members of the Health Sciences Compensation Plan who reduce the percentage of time of their appointment remain under the same terms of the Plan during the period that their appointment is reduced (APM-670, 671).
- Full-time appointees with a temporary reduction in the percentage of time of an appointment will return to full-time service at the end of the agreed-upon period of temporary reduction. Additional requests may be submitted if existing or new qualifying events apply.

Review the form:

- Does the faculty member qualify for TRPT?
- Has the faculty member provided enough information necessary in the MOU for all relevant categories that will be adjusted?

Review the approvals (if any): has the chair approved the request?

- If you are a chair, you may be asked to review the same request more than once – if the dean or vpaa sends it back for modification before approval.

Certify: Select a certification, enter notes, and **click the Certify button**