

Request for Change to Part Time Faculty Status

Tenure track or tenured faculty may request a change from full time regular status to part time regular status (at least 50% time). Acceptable reasons for tenure track faculty must relate to balancing work and family responsibilities. Acceptable reasons for tenured faculty include those related to balancing work and family responsibilities, or participating in professional practice, community or public service. Tenure track faculty are limited to term appointments defined as one term (or the equivalent) up to two years. Tenured faculty may request either a term or indefinite part time appointment. (See Section 2.5.4 of the UAB Faculty Handbook for additional information.)

NAME: _____ **FACULTY ID#:** _____

FACULTY RANK: _____ **SCHOOL/UNIT:** _____

DEPARTMENT: _____ **DIVISION:** _____

EMAIL ADDRESS: _____ **CAMPUS TELEPHONE:** _____

APPOINTMENT LENGTH: **TENURED** **TENURE-EARNING** **9-MONTH** **12-MONTH**

IF TENURED: **DATE OF TENURE:** ____/____/____
IF TENURE EARNING: **DATE OF APPOINTMENT TO TENURE TRACK:** ____/____/____

TYPE OF APPOINTMENT REQUESTED: _____ **TERM** _____ **INDEFINITE**

PROPOSED START DATE: _____ **PROPOSED END DATE (IF TERM):** _____

REASON(S) FOR REQUEST:

If the reason for the request requires documentation of a medical condition, please submit documentation to:

Employee Health (include a copy of this request):
 SW123
 Spain Wallace Building
 620 19th Street South, Birmingham, AL 35249
 Confidential Fax: (205) 975-6900
employeehealth@uabmc.edu

<u>Signatures</u>	<u>Date</u>
Faculty Member:	
Approved – Department Chair:	
Approved – Dean:	
Approved – Provost:	

Distribution: Final approver will send original form back to Faculty Affairs Office for distribution.