
Standard Operating Procedure

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Title: FTE Changes - Faculty

SOP Index Number: 1.8

Policy:

Department policy is to efficiently enact FTE changes with as little error as possible, while maintaining compliance with SOM, OSP, and UW rules governing Faculty FTE changes. Note that there are two separate procedures depending on the type of FTE change.

Procedures:

Temporary Paid FTE Change – Faculty Reduced Responsibility (RR)

Notes:

- Applies to Faculty with temporary change in external funding, falling under Reduced Responsibility Status (RR) or a modification to a faculty member who is already on RR status.
- Impacts a faculty member's paid FTE, but their appointment FTE remains the same.
- Status – reduced responsibility (RR) status – which is temporary and it is expected that the institutional responsibilities and compensation of a faculty member in RR status will in time be restored in whole or in part.
- If a modification to FTE is required while a faculty member is on RR status, a modification is required to be submitted.
- Consult the [GIM 38](#) which describes the circumstances that qualify for RR status and the procedures and documentation that apply to this status.

Steps:

1. Faculty submits the completed Reduced Responsibility ([RR](#)) or [Modification RR \(MRR\)](#) Form to the Chair via email cc'ing OTO-HNS HR and OTO-HNS FIN as soon as a funding change becomes known, and at least 1 month before effective date.
2. Chair concurs with the change via email.
3. OTO-HNS HR initiates Workday FTE change action once we have Chair concurrence.
4. OTO-HNS HR submits [CTM](#) if clinically active.
5. OTO-HNS FIN initiates Workday Costing Allocation changes.
6. OTO-HNS FIN updates FTE tracking spreadsheet.
7. OTO-HNS HR routes RR form to Chair's office via Chair's Assistant.
8. Chair's Assistant scans a copy of RR form to Faculty File.
9. Chair's Assistant emails fully complete RR form to David Green's office (Box 356340).

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Permanent Appointment FTE Changes (Voluntary FTE Changes):

Notes:

- Faculty initiates permanent appointment FTE change by submitting a Change Request Form ([CRF](#)) to the chair via email cc'ing OTO-HNS HR and OTO-HNS FIN, at least one month prior to the effective date.
- Consult the Academic Appointments and Compensation ([AAC](#)) Guide prior to submitting a request.
- Requesting a reduction in appointment FTE is a permanent resignation of a portion of FTE. Permanent FTE changes, both reductions and increases, impact both paid and appointment FTE and requires approval from the: chair, dean, and in some cases provost approval.
- Multiple requests to permanently change appointment FTE are discouraged by the University.
- A permanent change in appointment FTE will affect retirement reemployment FTE (can only be re-employed at 40% of appointment FTE on retirement).

Steps:

1. At least one month prior to effective date, faculty sends request with [CRF](#) attached to Chair via email cc'ing OTO-HNS HR and OTO-HNS FIN
2. Chair concurs with the change via email.
3. OTO-HNS HR routes form to AAC for approval
4. When approved, OTO-HNS HR initiates Workday FTE change action
5. OTO-HNS HR submits [CTM](#) if clinically active
6. OTO-HNS FIN initiates Workday Costing Allocation changes, if necessary
7. OTO-HNS HR submits SOM Intake Form to Dean's office

Resources:

- **SOM Academic Leave & FTE Changes**
- **Academic Appointments and Compensation Guide (AAC)**
- **Employee Initiated Permanent Appointment FTE Change Request Form (CRF)**
- **GIM 38 – Faculty Reduced Responsibility Status Involving External Funding**
- **Change Transaction Memorandum (CTM)**
- **Reduced Responsibility Status (RRS)**
- **Modification to Reduced Responsibility Status (MRR)**

Review Date History: