Request for a Reduced Full-time Teaching Load

Name:

Department:

**Description**: Because the *Faculty Handbook* defines a full-time faculty member as “an individual who is appointed to an authorized position and is scheduled to work on a regular basis for a minimum of 17.0 LCs or 70% of a full load,” such faculty members may request a reduction of their full-time load from 24.0 TEUs to as few as 17.0 LCs. In most cases, this request is made on a yearly basis; the faculty member may elect to return to a full load at any time, or renew the request annually.

**Process:**

* The faculty member should first discuss the request with the department chair(s) so that any impact on departmental teaching assignments can be anticipated.
* The faculty member submits this request to [cas-academic-affairs@bethel.edu](mailto:cas-academic-affairs@bethel.edu), copying the department chair(s) in the email. While there is not a fixed deadline, it is helpful if requests are received before full-time contracts for the next academic year are issued.
* The department chair(s) responds to the faculty member’s email with “Reply All” acknowledging the request.

**Request:**

1. For what academic year are you requesting a reduced load?
2. How many LCs should be assigned to you?

20.0

17.o

Other. Please describe:

1. Which courses do you plan to teach?