

**Request for Change to Part time Status
Office of the Provost, 5/29/08**

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 which are 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 2.3.1.1 of the UAB Faculty Handbook.)

NAME: _____

DEPARTMENT: _____ SCHOOL: _____

Tenure status: _____

If tenure earning, date of appointment to tenure earning status: _____

Type of appointment requested: _____ Term _____ Indefinite

Proposed start date: _____

If term, proposed end date: _____

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)

Attn: Lynn Bailey or Peggy Martin

UAB Hospital Jefferson Towers 136

Confidential fax: 975 6900

Faculty member _____ Date

Department Chair _____ Date

Dean _____ Date

Provost _____ Date