Date [Date]

To: [Continuing Lecturer Name]

From: [Dean], School of [School Name]

Re: Notice of Reduction in Time

Upon the approval of the Dean, and in accordance with Article 17, Section E of the Unit 18 Faculty Memorandum of Understanding (MOU), this is to notify you of a reduction in time to your appointment as [Unit 18 Title] in the Department of [Department Name], School of [School Name].

Due to [a programmatic changes] [budgetary considerations requiring a reduction in courses in the department] [lack of work], [include explanation of the proposed reduction in time]. As such, your percentage of effort for [Affected Period of Time: Academic Year 20XX – 20XX or Specific Quarter] will be reduced from [XX%] to [XX%], effective [RIT effective date].

[if PAY-IN-LIEU IS applicable] Consistent with the provisions in Article 17, Section K, you will receive pay in lieu of notice for [XX] calendar days from [Pay in Lieu Start Date] to [Pay in Lieu End Date]. [Include additional details detailing any under or overpayment scenarios, if applicable]

This letter constitutes the [thirty] [sixty] (30/60) calendar days’ notice required by the Memorandum of Understanding between the University and the UC-AFT.

You will be eligible for reemployment consideration for [two] [three] (2/3) years from [RIT effective date] through [two or three years from RIT effective date], in accordance with Article 17, Sections G and the Continuing NSF Schedule Chart in Section K.

I recommend you contact Human Resources Benefits promptly regarding questions you may have about benefits, COBRA coverage, retirement, unemployment insurance, and other issues relating to this action.

If you have any questions, please contact your department chair, [Department Chair Name].

Sincerely,

[Dean Name], Dean [or Equivalent]

School of [School Name]

cc: Dean

[Department Chair Name], [Department Name]

 Academic Personnel

 Labor Relations

 UC-AFT