1. This policy is intended to comply with the University’s *Agreement on Reduced Appointments*.¹

2. **Approval of a reduced appointment**

   2.1 Upon the Department Head’s recommendation, approval is at the sole discretion of the Dean of the Faculty (or designate, i.e. Senior Associate Dean), and subject to final approval by the Provost and President of the University.

   2.2 Reduced appointments as part of the retirement option are subject to the terms of the University’s *Agreement on Reduced Appointments*. Other types of reduced appointments must be reviewed on a yearly basis to determine if they are in the best interest of the Department and Faculty.

3. **Teaching loads**

   3.1 Reductions in teaching load will correspond to the Faculty of Education’s current proportion of teaching load.

   3.2 Reductions in a faculty member’s teaching load upon approval of a reduced appointment should not entail extended absences during the year.²

4. **Student advisement**: Faculty members should be available to students for advisement or the faculty member should make arrangements with colleagues (approved by the Head) to ensure student support is ongoing when the faculty member is on a reduced appointment.³

5. **Service**: The level of service to the Department and Faculty will be commensurate with the percentage of appointment and determined by the Head in consultation with the faculty member.

6. **Exclusions**: This policy does not pertain to sabbaticals and other full-time leaves. See section 5.00 of the University’s *Agreement on Reduced Appointments* for faculty members’ eligibility for study and other leaves.

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¹ See, in particular, section 2.03 *Types of Reduced Appointments*: “Types of arrangements for reduced appointments range from full workload for part of the year in combination with no assigned duties in the balance, to partial workload for all or part of the year. In no case is the reduced appointment to fall below 50% of full-time, calculated as a percentage of annual full-time employment.” View the Agreement online at: [http://www.hr.ubc.ca/faculty_relations/agreements/reducedappointments.html](http://www.hr.ubc.ca/faculty_relations/agreements/reducedappointments.html). The current full-time teaching load in the Faculty of Education is four courses. Given such, for example, a reduced appointment of 50% would correspond to a two course teaching load; a 75% reduced appointment would correspond to a three course teaching load.


³ Ibid.