

Date \_\_\_\_\_

It is agreed by the undersigned that it will be mutually satisfactory and beneficial for

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Name of Faculty Member Department/School College

- A. To work summer semester 20\_\_\_\_ and take \_\_\_\_\_ semester 20\_\_\_\_ off; or
- B. To work during the fall, spring and summer semesters with an intermittent schedule of non-duty work totaling three (3) months in a 12 month period. Specify the dates/schedule of the intermittent non-duty period:

\_\_\_\_\_  
(Dates/schedule of intermittent non-duty period)

Non-standard AY duty period agreements must have an end date not to exceed five years; another agreement may be renegotiated subject to approval of the relevant parties. This agreement is effective through August 15, \_\_\_\_\_.

The following conditions apply to this agreement:

1. The faculty member will receive 12 paychecks for two semesters of work.
2. The faculty member will perform regular duties during the full summer semester (without extra compensation) before taking the arranged time off (Option A).
3. During the arranged time off, there will be no responsibility for teaching, research, or other departmental assignments.
4. Office space will be maintained and kept available for use during the arranged time off.
5. The arranged time off will be documented by the department/school and be available in the event of an audit.
6. There is no vacation entitlement for AY appointments.

In the space below, provide the programmatic rationale for the non-standard AY duty period (Note that non-standard AY duty periods are infrequent and approved on an exception basis):

\_\_\_\_\_  
Faculty Member Signature Date

Recommended by:

\_\_\_\_\_  
Primary Chairperson/Director Signature Date Second Chairperson/Director Signature Date Other Chairperson/Director Signature Date

\_\_\_\_\_  
Primary Dean/Adm. Head Signature Date Second Dean/Adm. Head Signature Date Other Dean/Adm. Head Signature Date

\_\_\_\_\_  
Assc Prov/Assc VP Acad Human Resources Signature Date

Dean's Office should send this form directly to the Associate Provost/Associate Vice President for Academic Human Resources. The Office of the Provost will then distribute the copies of the signed agreement to each of the signers, and the Office of Academic Human Resources.