

Annual Work Period (AWP) Change Office of the Senior Vice President and Provost

Faculty members are appointed as 9-month or 12-month based upon the individual's Position Responsibility Statement (PRS). Relevant excerpts of the Faculty Handbook follow.

Faculty Handbook 3.1 – Appointment Policies

3.1 Appointment Policies Appointments to the faculty are ordinarily made for the nine-month academic year. Twelve-month appointments are reserved for administrative positions and for persons whose responsibilities require year-round service. As professionals, faculty members and administrators arrange their own work schedules during their appointment periods so as to carry out their on-going responsibilities to the university. Persons on 12 month appointments are on duty the entire fiscal year, during which they accrue twenty-four days of paid vacation. Persons on 9 month are on duty during the academic year, and they receive no paid vacation (FH Section 4.5.1). Persons on 12 month part-time appointments are expected to maintain their responsibilities to the department, college, and university throughout the entire fiscal year. Persons on 9 month part-time appointments are expected to maintain their responsibilities to the department, college, and university throughout the entire academic year. All nine-month faculty (with the exception of new hires in their first year) may elect the 12- month pay option to have payroll spread equally over the fiscal year, July-June.

When, throughout the term of the appointment, the position responsibilities (and the PRS) are significantly changed, consideration should be given to the annual work period. If appropriate, and after thorough conversation between the faculty member and department chair, the chair shall make a request in writing to the dean requesting a change in work period. The dean shall then discuss the requested change with the SVPP Office prior to initiating a new Letter of Intent (LOI).

The LOI documents a change to the annual work period. For conversion to a 12-month appointment, the start date should be July 1st. For conversions to a 9-month appointment, July 1st or August 16th should be used as the effective date.

The following computation shall be used to determine the new annual base salary for a base conversion:
Change from 12- to 9-month.....deduct 2/11 of 12-month salary
Change from 9- to 12-month.....add 2/9 of 9-month salary

When converting to a 9-month appointment, a review of the faculty member's vacation balance should also occur. Agreement for payout of unused vacation at the time of the conversion shall be clearly documented on the LOI (including when the payout will be made, and at what rate of pay).

If a faculty member being considered for change in annual work period is currently on a probationary contract, the end dates should be adjusted to reflect 9-month dates (5/15) or 12-month dates (6/30).

A new PRS shall be signed with the LOI.

Questions regarding change in faculty work periods should be directed to Kaela Black, Faculty Personnel and Policy Director (294-8236 or kblack@iastate.edu).