

A roster percent reflects an individual's contracted effort and institutional commitment as agreed to in an appointment letter. It is not the same as FTE, which can fluctuate when someone goes on an approved leave. Review the [Roster Percent Changes](#) guidelines before completing the request form.

**Type of Roster Change:**

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**Appointment Details**

Employee Name	Employee ID (EID)	Academic Title
School/College/Campus	Academic Unit (if applicable)	UW-Sponsored Visa Status

Effective Date:

Is this a permanent roster change?      Yes      No      If no, Proposed End Date:

Current Roster Percentage?      **Proposed Roster Percentage:**

If Tenured, Current Tenure Value?      **If Tenured, Proposed Tenure Value:**

Has [LWOP](#) eligibility been exhausted?      Yes      No      N/A

Provide a brief justification for the roster percentage change:

**Attestation:** By signing below, I attest I am voluntarily requesting the roster change described above. I understand that if my request is approved, my compensation and regular responsibilities will be adjusted commensurate with the approved roster percentage

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Unit Approval**

By signing below, I confirm my approval for this roster change and the commensurate adjustment in responsibilities as described above.

Chair/director/campus dean signature      Date      Dean/chancellor signature      Date

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**OAP Approval**

Signature \_\_\_\_\_ Date \_\_\_\_\_