

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:

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 _____

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/dean signature _____ Date _____

OAP Approval

Signature _____ Date _____