

SBS INFORMATION FOR Temporary Alternative Duty Assignment (TADA) Information & procedural requirements

Please note **TADA** is an option when one is **caring for others** (child, spouse/domestic partner, parent). See [UHAP 08.05.01](#)

Self-care/personal health conditions are not covered under TADA. Rather, these are covered under Family and Medical Leave (FML) (see [UHAP 08.04.06](#)).

What is needed for TADA:

(1) a memo from the faculty member asking for TADA (sample below). The below assumes TADA is being matched with parental leave. If it is not, you can remove that sentence.

(2) Approval from the unit's H/D in support of the request (signature, date, and "Approved" on the faculty member's memo is fine).

Sample memo, on letterhead:

Date

Unit Head/Director
University of Arizona
Unit
Campus Address
University of Arizona

Dear (unit H/D),

I would like to request a TADA for the (indicate which) semester, for duties when I am not on parental leave in that semester. In lieu of teaching 2 courses, I propose instead to focus on (more research? More service?) In particular, I will be working on (*what research you want to do, what service you will be doing – whichever is getting the FTE that would have gone to teaching*).

My distribution of effort for the semester would therefore be

Sincerely,

Note for calculation purposes: assume normal distribution for a semester for most units is 20 Teaching, 20 Research, 10 Service (exceptions: Philosophy and Sociology, which have 20 Teaching, 25 Research, 5 Service by semester). That equals 50, meaning half of your effort for the year.

Within the TADA semester, the 20 that *would have gone to teaching* now gets shifted to Research, Service, or some combo thereof. That's your distribution for the semester.