



Modified Duties Request

Office of the Provost and Executive Vice President for Academic Affairs

Revised 4/19/2017

The University recognizes the need for tenured and tenure-track faculty to balance professional and personal commitments. Special family circumstances, for example, the birth or adoption of a child, severe illness or death of an immediate family member, or even issues of personal health, can create the need for a modified workload and flexible schedule for a period of time.

Since the circumstances may vary widely, this policy does not prescribe the exact nature of the accommodation. In many cases, it may be a reduction or elimination of a teaching assignment while the faculty member continues to meet ongoing, but more flexible, research and service obligations. In general, the commitment is to work with a faculty member to devise a modified workload and schedule that enables the individual to remain an active and productive member of the department. **Because there is no reduction in salary, the faculty member is expected to have a set of full-time responsibilities** (See *2016 Faculty Handbook* section 13.1 - 13.2).

Please attach a plan of proposed activities, developed in consultation with the department head and the dean.

Faculty Member and Title

Department

Requested period of modified duties

Reason(s) for modified duties:

Faculty Member's Signature

Approved
Not Approved

Department Chair Signature

Date

Approved
Not Approved

Dean Signature

Date

Approved
Not Approved

Provost and Executive Vice President Signature

Date