

Proposed Paragraphs to Replace Current Section 3.6.3.4 Modified Duties

When a faculty member is granted a partial leave of any kind, he or she is expected to work during the portion of the term not covered by the leave. If a modification of the faculty member's duties is required due to the nature and timing of the leave, then the faculty member shall work with the chair and the dean to draft a memorandum of understanding that outlines the modified duties. This memorandum of understanding shall be signed by the faculty member, chair, dean, and Provost.

During the period of modified duties, the faculty member will be afforded flexibility in meeting responsibilities including telecommuting options as appropriate to the circumstances of the faculty member and the needs of the University.

Current Section 3.6.3.4 Modified Duties

When a full-time faculty member takes a paid leave of absence for part of an academic term, he or she is expected to work full-time during the rest of that term. The faculty member may apply for modified duties for the period of full-time work not covered by the leave of absence. This period may precede or follow the leave.

A full-time faculty member with modified duties is fully employed by the University, receives full pay, and is subject to all policies and procedures outlined in the Faculty Handbook.

Eligibility

Modified duties are available upon request to full-time faculty members who take a pregnancy disability leave, family leave, medical leave, industrial disability leave, or military leave for part of an academic term.

Responsibilities

During the period of modified duties, the faculty member will be afforded some flexibility in meeting responsibilities related to teaching, scholarship or creative work, and service as appropriate to the circumstances of the faculty member and the needs of the department.

A faculty member may be expected to teach for the rest of the academic term if a leave is of short duration and a suitable teaching replacement is available to serve as a substitute during the leave.

A faculty member will normally be granted approval to perform modified duties without on-campus responsibilities if the faculty member is not eligible for family or medical leave during the remainder of the academic term and if a return to campus would create an undue burden.

Modified Duties with a Partial Leave

In some cases, a faculty member may take a partial leave of absence with a commensurate reduction in workload during the same period of time as the leave. If the healthcare provider releases the faculty member to work during the partial leave of absence, the faculty member shall

have modified duties during this period. Specific duties shall be based on the nature and percentage of leave.

Approval Process

After the Human Resources Office has approved a leave of absence, it shall notify the chair, dean, and Provost. If the length of the approved leave does not coincide with a full academic term, the faculty member shall either apply for modified duties; take the rest of the term as an unpaid leave of absence, or use family or medical leave if eligible.

To be considered for modified duties, the faculty member must submit a proposal to the chair, dean, and Provost. The dean shall consult with the other parties to reach an agreement that addresses the needs of both the faculty member and the department. The dean shall then draft a memorandum of understanding that outlines the modified duties. This memorandum of understanding shall be signed by the faculty member, chair, dean, and Provost.

Endorsed by the Faculty Senate, March 5, 2010

Approved by the Board of Trustees October 15, 2010