

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

MODIFIED DUTIES FOR FACULTY

INTERIM

Number 02.01.62

Division Academic Affairs

Date February 1, 2017; Reviewed/Revised June 16, 2025

Purpose To provide full-time faculty at The University of Alabama in Huntsville ("University" or UAH") with modified workload and flexible schedule to respond to anticipated or unanticipated life events or situations when needed.

Policy Full-time faculty members are eligible for a modified duties semester, which may occur during the fall or spring semester of an academic year.

Because the circumstances may vary widely for faculty members at different stages of their careers, and with different personal and workload situations, this policy does not prescribe the exact nature of the accommodation. In some cases, it may be a reduction or elimination of a teaching assignment while the faculty member continues to meet ongoing but more flexible services, research, and/or graduate student supervision obligations. Overall, the commitment is to work with a faculty member to devise a modified workload and schedule that enables the faculty member to remain an active and productive member of the department. Because there is no reduction in salary, however, the faculty member is expected to have a set of full-time responsibilities (100% FTE). This modified duties policy may be exercised in conjunction with the university's paid parental leave policy (02.06.14).

Procedures

I. Eligibility

All full-time faculty members.

II. Procedures

- A. An eligible faculty member speaks with department chair as soon as possible, and preferably at least four months in advance, about the need for modified duties in order to ensure the maximum amount of time for planning.
- B. A department chair, in conjunction with the dean, works with faculty member to ensure a fair plan for modified duties.
- C. The department chair and faculty member develop a memorandum of understanding establishing the expectations for the semester in which the modified duties occur.
- D. The department chair and faculty member complete the Modified

Duties Semester form and submit it to the dean and provost for approval. If the department head does not support the request, the reasons for denial shall be provided in writing, and the request automatically forwarded to the dean for further review and action.

- E. If the dean does not support the request, the reasons for denial shall be provided in writing, and the request automatically forwarded to the provost for further review and action.

III. Basic Principles

- Modified duties are designed to provide sufficient workload and schedule flexibility for faculty to respond to personal or family circumstances as necessary.
- Modified duties must be concluded within the academic year (fall or spring) semester of the life event.
- Faculty members are not required to "bank" duties: courses, advising, committee work, etc.
- Faculty should not be penalized for using this policy.
- Faculty may appeal denial of modified duties semester request to the provost.
- The period of modified duties is not a leave of absence.
- The faculty member's annual review shall be based upon the modified duties only and the duties excused will not be included in the review.
- Some individual circumstances cannot be adequately addressed by the provisions of this policy. Family medical leave (including disability), leave without pay, or indefinite reduction in appointment to part-time status may be options that must be considered for longer-term or more demanding needs.

Review

This policy will be reviewed by Academic Affairs every five (5) years or sooner if circumstances require.