

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
MODIFIED DUTIES FOR FACULTY

Number	02.01.62
Division	Academic Affairs
Date	February 1, 2017
Purpose	To provide full-time faculty with some relief from academic duties and the opportunity to respond to anticipated or unanticipated life events or situations when needed.
Policy	<p>Full-time faculty members are eligible for a modified duties semester, which may occur during the fall or spring semester of an academic year. During the modified duties semester, the faculty member is expected to fulfill student research advising and other research responsibilities.</p> <p>The use of the modified duties policy obligates the recipient to serve as a member of the university faculty for at least one year following the completion of the leave, or to reimburse the university for all salary paid during the modified duties period.</p>

Procedures

I. Eligibility

All full-time tenured, tenure-track, clinical, or research faculty members. Eligibility begins on date of hire.

II. Procedures

The notification/request for modified duties is submitted to the Department Chair or Dean as appropriate, and will be reviewed in sequence by the Department Chair, Dean, and Associate Provost. For automatic cases, the notification is acknowledged and a letter is sent to the faculty member granting the modified duties. For cases where modified duties are requested, each level of review must approve or disapprove and send the letter forward to the next entity to review. A letter is sent to the faculty member notifying the faculty member as to whether the request for modified duties has been approved. If the request has not been approved, then the faculty member may appeal the decision to the Provost.

a. Option A: Automatic in cases of childbirth or adoption

- i. Notification using Modified Duties Semester form and documentation **required***

- ii. The primary caregiver is released from onsite duties such as classroom teaching clinical field placement, teaching, or clinical laboratory duties, on-site librarian duties, student advising and committee work.
- iii. Not required to take modified duties

b. Option B: Requested in other circumstances

- i. Request, justification, and documentation **required***
- ii. Modified duties defined in consultation and in writing with academic unit head with the expectation that the needs of the faculty member will be met

c. Basic Principles

- i. Modified duties designed to provide sufficient time and flexibility for faculty to respond to his/her personal or family circumstances as necessary.
- ii. Modified duties must be concluded within 12 months of the life event.
- iii. Typically, the faculty member will be released from teaching duties in the fall or spring semester within which the life event occurs (when known ahead of time) or in the fall or spring semester following the event. if appropriate. Faculty members are still eligible if life events occur during summer months.
- iv. Faculty members are not required to "ban duties: courses, advising committee work, etc.
- v. Unit should provide reasonable resources to facilitate modified duties.
- vi. Faculty should notify the Department Chair or Dean as appropriate four months prior to modified semester, or as early as possible.
- vii. Faculty should not be penalized for using this policy.
- viii. Faculty may appeal denial of modified duties semester request to the Provost.
- ix. Policy does not replace FMLA other leave or long-term disability.

*letters of request and certification documents should not include any specific information regarding medical history of the faculty member or a family member, including specific manifestation of diseases and disorders.

Review Academic Affairs will review the policy every five years or sooner as needed.