

Applies to: LSA Chairs, Directors, Chief Administrators  
Related Policies: Modified Duties  
Date Issued:  
Date Revised: October 2020  
Owner: LSA Office of the Dean - Academic Affairs  
Primary Contact: Academic Affairs Senior Manager

Modified duties is an option for faculty members who experience life events that decrease their ability to meet their teaching obligation for a particular term. Such events might include:

- becoming a parent (e.g., birth or adoption),
- co-equal caregiving responsibility for an immediate family member or parent
- personal illness (if extended sick is not available)

This policy is designed to permit the faculty member a period of adjustment to these life issues without a reduction in salary or benefits. A tenure-track faculty member may also wish to discuss with their chair/director whether a tenure clock exclusion should also be requested (see tenure clock exclusion section).

Modified duties provides relief from direct teaching responsibilities for one academic term per event. For birth mothers, a second term of modified duties may be granted upon request. The faculty member is expected to be in residence, fulfill his/her other responsibilities, and maintain research activity. The faculty member cannot be employed by another institution during the period of modified duties.

#### **Terms/Eligibility:**

Modified duties are available to a member of the faculty (tenure-track or tenured) who experiences a life event as described previously. A period of modified duties:

- is available immediately upon employment at the University.
- must be taken within 12 months of the life event.
- is not affected by a faculty member's use of sick leave.
- one term of modified duties is automatically granted for each childbirth or adoption (please follow standard procedure outlined below). Other events will be evaluated on a case-by-case basis.
- may be granted to both parents who meet these eligibility criteria:
  - employed at the University in a rank eligible for this benefit,
  - have co-equal care-giving responsibilities for the child.

#### **Procedure:**

A faculty member who wishes to take a period of modified duties should submit a request through the [Faculty Life Cycle Portal](#).

#### **Funding:**

The College will provide the faculty member's LSA academic unit with appropriate funds to replace teaching that may be lost through the granting of a term of modified duties.

**Additional links:**

See SPG 201.93, [Modified Duties for New Parents](#). The Family and Medical Leave Act (FMLA) provides for up to 12 weeks of unpaid leave without [loss of benefits coverage](#). Also see SPG 201.11-1 [Sick Leave Plan for Academic Appointments](#).