

5-12-2009

SR-08-09-37 FPC

Marshall University

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**FACULTY PERSONNEL COMMITTEE  
RECOMMENDATION**


**SR-08-09-37 FPC**

Recommends that the attached Modified Duties Policy for nine-month faculty be adopted by Marshall University.

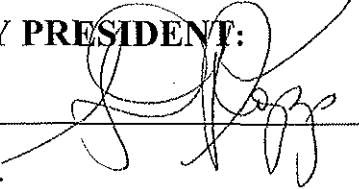
**RATIONALE:**

A Modified Duties Policy would provide nine-month faculty with an opportunity to handle personal matters that significantly affect or change their lives without facing penalty. Modified duties would apply to such events as the birth of a child or a newly adopted child, elder care responsibilities, illness of the faculty member or someone in the immediate family, catastrophic issues, etc. Because nine-month faculty do not accrue sick leave as other employees do, it can become difficult to continue fulfilling the demands of teaching, research, and service, while dealing with life responsibilities. Therefore, faculty should have in place a mechanism that would safeguard their positions while they address unexpected situations or a change in familial obligations. This policy would modify the faculty member's duties temporarily, but in no way will suspend or alter them permanently. Moreover, modified duties will only be applied to personal situations that affect the faculty member. A faculty member would not be relieved of any duties assigned to him/her on the basis of making a career change, even if interim.

**FACULTY SENATE CHAIR:**

APPROVED BY THE  
FACULTY SENATE:  DATE: 5/12/09

DISAPPROVED BY THE  
FACULTY SENATE: \_\_\_\_\_ DATE: \_\_\_\_\_

**UNIVERSITY PRESIDENT:**  
APPROVED:  DATE: 9/1/09  
DISAPPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

**COMMENTS:** see attached note.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **MODIFIED DUTIES FOR NINE-MONTH FACULTY**

### **DESCRIPTION:**

Marshall University recognizes that personal-life situations may arise that could cause nine-month faculty, who do not accrue sick leave or annual leave, to request short-term modification of assigned duties. Such situations would include parental responsibilities for a newborn or newly adopted child, care for an elderly parent, illness of the faculty member or someone in the immediate family, or other identified catastrophic situations. To allow the faculty member the flexibility to attend to these situations, he or she may request a modification of assigned duties for one semester with no reduction in salary or benefits. Further, upon consultation with the department chair and college dean, and depending on individual circumstances, a nine-month tenure track faculty member may request an extension of the probationary period by one academic year.

The exact nature of the modified duties would be agreed upon among the faculty member, his/her chair or division head and dean, and the Provost. If the department/division will need additional funds to cover some part of the faculty member's original duties, the chair or division head may request those funds through the dean and the Provost/Senior Vice President for Academic Affairs.

This policy is not intended to cover all situations, including those involving disability, reassigned time for research or administrative duties, or change from fulltime to part-time status.

### **PROCESS:**

To initiate the modified duties process, a faculty member should consult with the department chair/division head and complete the Request for Modified Duties form (attached).

A faculty member may request an extension of the modified duties status for one additional semester with the same process as the initial request.

### **ELIGIBILITY:**

All nine-month tenured, tenure-track, clinical or library faculty are eligible to apply for Modified Duties. All such requests must include documentation to substantiate the necessity of the modified duties status.

### **APPEALS:**

A faculty member whose request for Modified Duties is denied may appeal to the Provost/Senior Vice President for Academic Affairs. The decision of the Provost is final.

**MARSHALL UNIVERSITY**

**REQUEST FOR MODIFIED DUTIES**

Marshall University recognizes that personal-life situations may arise that could cause nine-month faculty, who do not accrue sick leave or annual leave, to request short-term modification of assigned duties. Such situations would include parental responsibilities for a newborn or newly adopted child, care for an elderly parent, illness of the faculty member or someone in the immediate family, or other identified catastrophic situations. To allow the faculty member the flexibility to attend to these situations, he or she may request a modification of assigned duties for one semester with no reduction in salary or benefits. Further, upon consultation with the department chair and college dean, and depending on individual circumstances, a nine-month tenure track faculty member may request an extension of the probationary period by one academic year.

Faculty Member: \_\_\_\_\_

Department: \_\_\_\_\_

Requested period of modified duties: \_\_\_\_\_

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

Reason(s) for modified duties:

Funding requested by Department Head to support this request: Amount: \$ \_\_\_\_\_

Proposed use of funds:

Amount approved by Provost: \$ \_\_\_\_\_

\_\_\_\_\_  
Faculty Member

\_\_\_\_\_  
Date

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   *Approved*      Chair/Division Head      Date  
   *Not Approved* \*

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   *Approved*      Dean      Date  
   *Not Approved*\*

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   *Approved*      Provost      Date  
   *Not Approved*

\*If the chair/division head does not support this request, the reasons for denial shall be provided in writing, and the request automatically forwarded to the dean for further review. If the dean does not support this request, the reasons for denial shall be provided in writing, and the request automatically forwarded to the provost for further review.

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Since this recommendation establishes a policy that provides a potential benefit to all faculty, approval is not finalized until enactment by the Marshall University Board of Governors.