

MARSHALL UNIVERSITY
NINE-MONTH FACULTY
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: _____

Reason(s) for modified duties:

Faculty Member Signature

Date

Step 1: Certification

Human Resource Services Certification:

- Medical condition is certified**
 - FMLA**

- Medical condition is uncertified**

HR Director Signature

Date

Step 2: Justification/Funding Request

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

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

Proposed use of funds:

Step 3: Approval

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

___ *Approved* Dean Date
___ *Not Approved**

___ *Approved* Provost

Amount approved by 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.