

MARSHALL UNIVERSITY BOARD OF GOVERNORS

Policy No. AA-43

MODIFIED DUTIES FOR NINE-MONTH FACULTY

1 General Information.

- 1.1 Scope: This policy allows for the modification of job responsibilities in special circumstances for certain faculty at Marshall University.
- 1.2 Authority: WV Code §18B-1-6.
- 1.3 Passage Date: Dec 15, 2009.
- 1.4 Effective Date: Dec 15, 2009.
- 1.5 Controlling Over: Marshall University.
- 1.6 History:
 - 1.6.1 This is the first formal policy implemented at Marshall University for modification of duties for faculty in the event of catastrophic or other unexpected situations. The policy on the following pages is from a faculty-senate resolution approved by the president.
- 1.7 Purpose:
 - 1.7.1 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.
 - 1.7.2 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.
 - 1.7.3 This policy is not intended to cover all situations, including those involving disability, reassigned time for research or administrative duties, or change from full-time to part-time status.

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.

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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

Approved Chair/Division Head Date
 Not Approved *

 Approved Dean Date
 *Not Approved**

 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.