

UNIVERSITY POLICY FOR ACADEMIC AFFAIRS

Policy No. UPAA-21

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: October 31, 2019.
- 1.4 Effective Date: December 3, 2019.
- 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. This policy was updated on October 31, 2019.
- 1.7 Purpose:
 - 1.7.1 Nine-month faculty, who do not accrue sick leave or annual leave, may need to request a modification of assigned duties. Situations including parental responsibilities for a newborn or newly adopted child, care for an elderly parent, illness of the faculty member or in their immediate family, or other catastrophic situations, may require accommodation by the University. Faculty members may request a modification of assigned duties for one semester with no reduction in salary or benefits.
 - 1.7.2 All nine-month tenured, tenure-track, term, clinical, or library faculty are eligible to apply for modified duties.
 - 1.7.3 To initiate the modified duties request, a faculty member should consult with their department chair and complete the Request for Modified Duties form. All such requests must include documentation to substantiate the necessity of the modified duties. Upon approval the chair will send the request to the dean; upon approval the dean will send the request to the Chief Academic Officer (CAO) for final approval.
 - 1.7.4 If the chair does not support the 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 the request the reasons for denial shall be provided in writing, and the request automatically forwarded to the CAO for further review.
 - 1.7.5 If the department needs funds to cover some part of the faculty member's original duties, the chair may request those funds through the dean and CAO.
 - 1.7.6 Upon consultation with the department chair and college dean, and depending on individual circumstances, a nine-month tenure track untenured faculty member may request an extension of their probationary period by one academic year. The chair, dean, and CAO would need to approve the extension.

- 1.7.7 A faculty member may request an extension of the modified duties status for one additional semester through the same procedure as the initial request.
- 1.7.8 A faculty member whose request for modified duties is denied may appeal to the CAO. The decision of the CAO is final.
- 1.7.9 This policy is not intended to cover situations involving disability, reassigned time for scholarly and creative activities, administrative duties, or change from full-time to part-time status.