

College of Liberal Arts
Policy on Modified Duties for Faculty and Staff

The College of Liberal Arts is committed to providing an inclusive and family-friendly workplace environment for faculty and staff. The College of Liberal Arts furthermore recognizes that families take a variety of forms and is committed to addressing the needs of all of them. Faculty whose professional lives are affected by events such as the birth or adoption of a child, personal illness or injury, or the illness of a parent, partner, or close relative may request a modification of their teaching and/or service duties, usually for one semester, without any reduction in pay. Staff in similar circumstances may request a flexible work schedule. (A request for modified duties may be made in addition to a request for an extension of the tenure clock and/or to sick-leave or FMLA benefits for which the faculty or staff member is eligible.) Requests, with appropriate supporting documentation, should be made to the department head and copied to the Dean. Department heads are encouraged to make every effort to accommodate the faculty or staff member's request.

Endorsed by Executive Council on February 6, 2007
Endorsed by Liberal Arts Council on February 14, 2007