

POLICIES ON MODIFIED DUTIES, DELAYED TENURE REVIEWS,  
AND REDUCED APPOINTMENTS  
COLLEGE OF ENGINEERING

The policies described in this document apply to tenure-track and tenured faculty members of the College of Engineering who hold full-time appointments at the University. CoE policies may be elected by CoE faculty rather than the related University policies, which often have narrower applicability. For clarity, the related University policies are identified below.

MODIFIED DUTIES

Faculty members are encouraged to contact the Associate Dean for Academic Affairs with any questions about these policies, including questions of eligibility.

Taking modified duties is an option for all tenured and tenure-track faculty members who may experience life events that lessen their ability to meet teaching obligations for a particular term or terms. Such events might include becoming a parent or taking on responsibility of caregiving for an immediate family member, partner or parent.

A. Childbearing

In recognition of the effects pregnancy, childbirth, and related medical conditions can have on an individual, a woman who bears one or more children shall, upon written request to the Department Chair or Director with a copy to the Associate Dean for Academic Affairs, be granted a one-semester period of modified duties for each birth. In general, this will entail exemption from teaching for the term of modified duties without a reduction in pay. However, for faculty members with atypical teaching loads or administrative responsibilities, other arrangements may be made on a case by case basis. In either case, a period of modified duties must begin within twelve months of the date of the relevant birth.

B. Dependent Care

A faculty member who becomes a parent (including newly adopted children under the age of six) or experiences the critical illness of his/her partner, child, or parent, is entitled, upon written request to the Department Chair or Director with a copy to the Associate Dean for Academic Affairs, to a one-semester period of modified duties for dependent care. In general, this will entail a one-semester exemption from teaching. If the request is due to the birth or adoption of a child(ren), the period of modified duties must be taken within twelve months of the relevant birth(s) or adoption(s). The details of how this will be implemented, however, will depend on the specifics of the faculty member's teaching duties and other responsibilities. Furthermore, in cases of the birth or adoption of a child(ren) and as required in SPG 201.93, to be eligible for modified duties related to dependent care, "the faculty member must take significant and sustained care-giving responsibility for the child (or children) during the period for which modified duties are requested as a single parent or, where there are two parents, that is at least as time-consuming as the care-giving responsibility of the faculty member's spouse or partner."

Faculty members who bear a child or children may, upon request, be eligible for *both* the childbearing *and* dependent care categories, allowing up to two semesters of modified duties within twelve months of the date of the relevant birth.

Procedure: A faculty member who wishes to take a period of modified duties should submit a written request to the appropriate chair or director with a copy to the Associate Dean for Academic Affairs. Any request for modified duties must specify the term for which modified duties is being requested and the faculty responsibilities the requestor will continue to perform while on modified duties that term. The request should also indicate and attest to the basis for eligibility under SPG 201.93.

Faculty members on modified duties status will typically be expected to fulfill their other professional responsibilities during the period of modified duties, including responsibilities for which the faculty member is uniquely qualified, such as advising doctoral candidates.

Funding: The College will provide the faculty member's CoE academic unit with replacement funds to replace teaching that is lost through the granting of a term of modified duties.

See also SPG 201.93, "Modified Duties: Relief from Teaching Based on Effects of Pregnancy, Childbirth or Related Medical Conditions" for a related University policy.

#### DELAYING THE TENURE REVIEW

An untenured tenure-track faculty member may request a delay in the tenure review in recognition of the demands of caring for his/her newly born or adopted child or because of the critical illness of the faculty member or his/her partner, child, or parent. Delaying the tenure review means that a faculty member's review is delayed by one year (for a maximum of two years). Faculty who benefit from this policy are expected to fulfill their normal responsibilities during the time the tenure review is delayed unless they have been also granted a period of modified duties or unless other arrangements have been made.

Terms/Eligibility: Delay of the tenure review is available to a faculty member who has at least co-equal caregiving responsibilities for his/her critically ill partner, child, or parent; or who is critically ill. The delay of the tenure review must begin within one year of a child joining the family, whether by birth or adoption. Events occurring in the final year of a faculty member's tenure probationary period (normally, year 6 of the appointment) may not be the basis for a request for application of this policy. All requests under the policy must be made before April 1 of the year in which the tenure review is to begin in the fall.

An eligible faculty member may delay the tenure review by one year for each newly born or adopted child, up to a maximum of two years. If the parents are co-equal caregivers and both are eligible to delay the tenure review under this policy, they may both delay the tenure review for one year for the same child. Each delay must be for a one-year period. Regardless of the combination of circumstances or of the policy under which the review is delayed, two years is the maximum delay, and in any event the delay may not extend beyond a total of eight years of service unless explicitly approved in writing by the Provost.

A faculty member who receives two delays of the tenure review and is not awarded tenure may be appointed for a terminal year to a non-tenure track position if such appointment is explicitly approved by the Provost in writing.

Procedure: A faculty member who wishes to request a delay in the tenure review should submit a written request to the appropriate chair or director, with a copy to the Associate Dean for Academic Affairs. The request should state the reasons for a delay of the tenure review, the academic year for which this relief is requested, and any other relevant information. The request should include a copy of the faculty member's CV.

See also SPG 201.92, "Tenure Clock Probationary Period: Effects on Tenure Clock of Childbearing and Dependent Care Responsibilities", for a related University policy.

#### REDUCED APPOINTMENT

A tenured or tenure-track faculty member may request a reduction of his or her appointment in recognition of the demands of caring for a newly born or adopted child, or for a child, partner or parent requiring time-consuming care. Taking a reduced appointment means that a faculty member reduces his or her appointment to half or three-quarter-time status (with a proportionate reduction in pay) for a maximum period of two years. Faculty on a reduced appointment will have significantly reduced classroom teaching responsibilities, to be negotiated with the department and the Associate Dean for Academic affairs, and are expected to devote the bulk of their time to scholarly research and student advising. Service obligations should be minimal, and at most, consistent with a proportional (50% or 75%) appointment. Note: Per SPG 201.13, any reduction in appointment below 80% automatically stops the tenure time period. Per SPG 201.13, II.B., Changes in Appointment of Service. Any change in title, rank, appointment fraction, or service that stops or starts the accumulation of University-wide Bylaw 5.09 time requires the prior written approval of the Office of the Provost and Executive Vice President for Academic Affairs.

Terms/Eligibility: A reduced appointment is available to a faculty member who becomes a parent and has at least co-equal caregiving responsibilities for an infant, child, partner or parent requiring time-consuming care. In the instance of a reduced appointment related to the addition of a child to the family, the reduced appointment must begin within one year of a child joining the family. If both new parents are eligible to take a reduced appointment under this policy, both may take a reduced appointment in connection with the arrival of the same child. Events occurring in the final year of a faculty member's tenure probationary period (normally year 6 of the appointment) may not be the basis for a request for application of this policy. All requests under this policy must be made before April 1 of the year in which the tenure review is to begin in the fall.

Regardless of the combination of circumstances or of the policy under which the time is excluded, two years is the maximum period that may be excluded from the countable years of service. Thus, faculty who elect to use this policy may not also exclude time under SPG 201.92 or by electing the CoE policy ("Delaying the Tenure Review") described above, if to do so would extend the probationary period by more than two years. Faculty on a reduced appointment under this policy may not be employed outside the University during the periods of reduced appointment except for consulting consistent with the University policy on consulting.

A faculty member who receives two delays of the tenure review and is not awarded tenure may be appointed for a terminal year to a non-tenure track position.

Procedure: A faculty member who wishes to take a reduced appointment should submit a written request to the appropriate chair or director with a copy to the Associate Dean for Academic Affairs. The request should state the reason for a reduced appointment, the academic year for which this relief is

requested, and any other relevant information. The Associate Dean for Academic Affairs will obtain permission from the office of the Provost and Executive Vice President for Academic Affairs, and notify the faculty member and department chair when approved.

Funding: Salary and related funds released under this program will remain with the relevant departmental budget.