

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE  
MODIFIED DUTIES FOR FACULTY

Number	02.01.62
Division	Academic Affairs
Date	February 1, 2017
Purpose	To provide full-time faculty with some relief from academic duties and the opportunity to respond to anticipated or unanticipated life events or situations when needed.
Policy	<p>Full-time faculty members are eligible for a modified duties semester, which may occur during the fall or spring semester of an academic year. During the modified duties semester, the faculty member is expected to fulfill student research advising and other research responsibilities.</p> <p>The use of the modified duties policy obligates the recipient to serve as a member of the university faculty for at least one year following the completion of the leave, or to reimburse the university for all salary paid during the modified duties period.</p>

Procedures

I. Eligibility

All full-time tenured, tenure-track, clinical, or research faculty members. Eligibility begins on date of hire.

II. Procedures

The notification/request for modified duties is submitted to the Department Chair or Dean as appropriate, and will be reviewed in sequence by the Department Chair, Dean, and Associate Provost. For automatic cases, the notification is acknowledged and a letter is sent to the faculty member granting the modified duties. For cases where modified duties are requested, each level of review must approve or disapprove and send the letter forward to the next entity to review. A letter is sent to the faculty member notifying the faculty member as to whether the request for modified duties has been approved. If the request has not been approved, then the faculty member may appeal the decision to the Provost.

- a. Option A: Automatic in cases of childbirth or adoption
  - i. Notification using Modified Duties Semester form and documentation required\*

