

**UIC** PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS  
POLICIES AND PROCEDURES

**SECTION:**

**NUMBER:**

**SUBJECT: Modified Duties for Faculty Members with a New Child**

**APPROVED BY: Provost    EFFECTIVE DATE: January 1, 2009**

**AUTHORITY: Office of the Vice Provost for Faculty Affairs**

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**OVERVIEW:** The purpose of this policy is to address the situation involved when a faculty member is responsible for semester-long teaching responsibilities after a new child enters the home. This policy enables the primary caregiver (or co-equal primary caregivers) of a new child to spend more time with the child in the first year the child is home. This policy reflects UIC commitment to creating a family/life -friendly work environment.

**POLICY:** Upon request, tenured and tenure-track faculty\* members at the Assistant, Associate, and Full Professor rank, who have a new child (or children) under the age of 6 in the home shall be granted a period of modified teaching duties without a reduction in effort or salary. The nature and extent of these modifications must be negotiated between the department head and the faculty member prior to the beginning of the modified duties period.

This program is not a leave. Faculty who choose a leave must do so under the FMLA. This policy is designed for faculty who do not take a leave under FMLA. Faculty members on modified duties status will be relieved of teaching but will be expected to fulfill their other professional responsibilities that can be scheduled around the bonding period such as presentation for research proposals, papers, and course materials; supervision of graduate student research; and in most cases, academic service. If academic service expectations require frequent on-campus attendance, modifications may be negotiated as well.

Eligibility for modified duties is in addition to any paid parental leave received by the faculty member. The department (and/or college) shall be responsible for arranging for coverage of direct teaching responsibilities for the period of modified duties.

The maximum period for which modified duties will be assigned is one semester, and the semester must fall within 12 months after the child enters the home. This limit applies even if more than one child has entered the home (as in the case of a multiple birth or the simultaneous adoption of more than one child). If both parents are in the same department, they would generally be expected to request modified duties in different semesters.

**APPLICABILITY:** Appointments to tenured faculty and assistant professors in the tenure-track\* holding at least a 51 percent time appointment. Applicability does not extend to assistant professors at 50 percent time or less (non-tenured) or faculty members appointed with the modifier of “adjunct,” “clinical,” “research,” “visiting,” (example: Research Associate Professor) or those appointed on a Special Written Agreement Regarding Tenure (“W” Agreement).

**PROCEDURES:** A faculty member who wishes to request modified duties status should make the request in writing to her/his department head or chair (or Dean in non-departmental colleges). The request must include the statement that the faculty member is the primary (or co-equal) caregiver and should include the date the child entered (or is estimated to enter) the home. Informing the head/chair as early as possible will allow time to identify alternate faculty to teach the affected courses if relevant, or to make arrangements for coverage of other duties. Faculty are encouraged to work with their head/chair to devise appropriate teaching coverage or alternative instructional adjustments when they request modified duties.

It is the responsibility of the faculty member who has been granted modified teaching duties to inform his/her head or chair of any change in circumstances related to the grounds for granting modified duties. A request for modified duties may be withdrawn by the faculty member if circumstances warrant it. A grant of modified duties may be withdrawn by the University, without prejudice to the faculty member, if circumstances warrant it.

Once it is determined that the faculty member meets the qualifications of the policy, the head/chair will forward the request to the Dean. The Dean will approve the request and send a copy of the approved request to the faculty member and the head/chair. The Dean of College may wish to delegate the final approval authority to the department heads/chairs.

It is the responsibility of the Department Head/Chair to communicate the availability of this policy to faculty.

This policy is independent of the use of Tenure Rollback and Tenure Hold.

\*In keeping with the intent of this policy, Colleges may consider its application to other faculty who hold full time appointments at the rank of assistant professor or above (non-tenured line) and whose duties, whether clinical or teaching, would prevent them from utilizing the benefits provided in the paid modified duties plan as described above. In these limited circumstances, Colleges should establish a set of standards for evaluating requests from non-tenured faculty who wish to be considered for modified duties and still remain in full-time pay status. Requests should be considered on a case-by-case basis.

**REFERENCES:**

- University Vacation and Sick Leave Policy
- Family and Medical Leave Act Policy
- Parental Leave Policy
- Tenure Rollback Policy

**IMPLEMENTATION PLAN:** Beginning January 1, 2009 eligible academic year faculty members may request modifications for fall semester 2009. Modification of teaching responsibilities must be approved by the Head or Chair of the Department and the Dean, unless the Dean has delegated final approval to the Head or Chair. The Provost will re-evaluate this policy in three years from the semester in which the program is implemented.