

Title: Modified Duties for Faculty on Personal Leave**Contact office**

Office of the Dean
School of Engineering and Applied Science
PO Box 400246
University of Virginia
Charlottesville, VA 22904-4246
p.434.924.3593
f. 434.924.3555
email. engrdean@virginia.edu

Applies to

UVA Engineering Tenured, Tenure-Track, and Academic General Faculty on a contract of one year or longer.

Reason for Policy

This policy specifies the School-specific modified duties that are available to faculty who take personal leave, as covered by Provost policy HRM-038. It is the School's position that a faculty member on extended leave should minimize, to the extent possible and with the full support of their chair, their engagement in typical faculty activities.

Policy Statement

This policy is a supplement to Provost policy HRM-038 Faculty Leaves, and specifies the options for modified duties that are available to Engineering faculty on personal leave, including teaching, service, and tenure clock extension.

Faculty members who wish to request a period of modified duties should contact their department chair. Requests should be made as far in advance as reasonably possible.

The academic semester that overlaps with the majority of the period of leave will be one of modified duties.

Scheduled Duties Relieved

All faculty who qualify for modified duties will be relieved of all scheduled duties for the full semester, including classroom instruction and departmental and School committee assignments. These duties will not be considered postponed, and therefore do not need to be redressed upon return to a normal schedule.

Professional Responsibilities Maintained

During the period of modified duties, the eligible faculty member may be expected to maintain a flexible schedule that allows them to maintain professional service and research efforts for which they are uniquely qualified, which may include writing and reviewing papers, submitting proposals, and advising students. These efforts may be accomplished from outside the office.

For faculty whose teaching effort is 50% or greater, the management of their non-scheduled teaching related duties (including but not limited to: course planning, supervision of teaching fellows, curriculum development, recording lectures for future use, and scholarship) should be discussed with their department chair when developing the plan for the period of modified duties.

For faculty on parental or family leave, the period of modified duties cannot be used for extensive professional

travel or other increased professional activities (including consulting) that do not meet the goals of the policy.

For pre-tenure faculty, a request for a tenure clock extension can be submitted simultaneously with the leave request. The request for the tenure clock extension can be made at the same time as the modified duty request or at a later time, and should be submitted to the Dean's Office.

Additional period of modified duties that apply to faculty who give birth:

For faculty members who give birth to a child, the availability of modified duties will be extended to two semesters.

The first semester will be the same as the modified duties semester described above. For the second semester, duties will be modified as follows:

The faculty member is only expected to perform normally-allocated teaching responsibilities, and is relieved of all other scheduled duties including, but not limited to, service at the departmental, School, and University level, faculty meetings, and other University-associated obligations. Faculty should report any pressure or expectations to perform any relieved scheduled duties to the Dean's Office.

Department chairs are expected to assign teaching responsibilities during this semester with the goal of minimizing the effort of the impacted faculty member and allowing them to devote time to their research. Any teaching responsibilities assigned during this semester must be approved by the Dean's Office. If the assigned course is the first time the faculty member has taught the course, there must be a detailed explanation as to why this new course will not require outstanding effort. Further, if the teaching responsibilities include large undergraduate classes, lab courses, or other time-consuming classes, the request must include a detailed plan addressing how the faculty member's effort will be minimized during the second semester of modified duties.

For pre-tenure faculty, teaching evaluations from the second semester of modified duties will only be included in the promotion and tenure dossier if the candidate elects to do so. The School encourages faculty making this decision to consult with the Dean's Office and/or a former member of the School's Promotion and Tenure Committee.

Approval:

This policy was adopted on July 26, 2021 by unanimous vote of the Leadership Council.

Previous versions:

This policy replaces PP61: SEAS Maternity and Parental Leave Policy for Faculty.