

Appendix

UIC FACULTY AFFAIRS POLICIES, PROCEDURES, AND GUIDELINES

SECTION: FPPG 500 – Family-Work Friendly Benefits NUMBER: 501

SUBJECT: Modified Teaching Duties for Faculty Members with Life-Changing Events

APPROVED BY: Provost EFFECTIVE DATE: December 17, 2015

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NUMBER OF PAGES: 3

OVERVIEW: The purpose of this policy is to address the situation involved when a faculty member is responsible for semester-long teaching responsibilities and at the same time encounters any of the following events:

- 1) a new child enters the home
- 2) a spouse/partner, child, sibling, or parent is diagnosed as having a terminal illness and requires intensive life-saving treatment or is in the end stages of the illness
- 3) death of a spouse/partner, child, sibling, or parent

This policy enables the primary caregiver (or co-equal primary caregivers) to spend more time with the relevant family member(s). This policy reflects UIC commitment to creating a family/life-friendly work environment.

POLICY: Faculty who meet one of the above circumstances shall be granted a period of modified teaching duties without a reduction in effort or salary not to exceed one semester. Options include modifying course assignment, schedule, or delivery mode. The nature and extent of these modifications must be negotiated between the unit executive officer and the faculty member prior to the beginning of the modified duties period. No faculty member making use of this provision can be employed simultaneously by another employer or earn additional compensation unless these activities have been previously reported via the conflict of interest requirements and procedures prior to any such activities.

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 need for dedicated family time 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.



In the case of parental leave, 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 of the above-mentioned family circumstance. In the case of a new child 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: This policy applies to tenured, tenure-track, and non-tenure-track faculty holding at least a 51 percent-time appointment. Non-tenure system classifications include instructors, lecturers, teaching associates, and clinical/research faculty.

PROCEDURES: A faculty member who wishes to request modified duties status should make the request in writing to her/his unit executive officer (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 family circumstance occurred (or estimate). Each college reserves the right to request documentation, as appropriate. Informing the unit executive officer 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 unit executive officer 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 unit executive officer 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 unit executive officer 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 unit executive officer. The Dean of College may wish to delegate the final approval authority to the unit executive officer.

It is the responsibility of the Unit Executive Officer to communicate the availability of this policy to faculty.

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

REFERENCES:

- [University Vacation and Sick Leave Policy](#)
- [Family and Medical Leave Act Policy](#)
- [Parental Leave Policy](#)
- Tenure Rollback Policy FPPG 302



IMPLEMENTATION PLAN: Beginning January 1, 2016 eligible academic year faculty members may request modifications for fall semester 2016. Modification of teaching responsibilities must be approved by the Unit Executive Officer and the Dean, unless the Dean has delegated final approval to the Unit Executive Officer. The Provost will re-evaluate this policy in three years from the semester in which the program is implemented.

