

XVI. APPENDICES

A. APPENDIX A – GUIDELINES ON MODIFICATION OF DUTIES

The college of Arts and Sciences at The Ohio State University strives to be a family-friendly unit in our recruitment, hiring, and retention efforts of high-quality faculty. To this end, the college has developed a modified duty practice for faculty that exists within the framework of the university's leave policies while at the same time provides us with a recruitment advantage.

The university offers a variety of leave options following the birth of a child, adoption, or foster care placement, or care for an immediate family member who has a serious health condition, or a qualifying exigency arising out of the fact that the employee's immediate family member is on covered active duty in a foreign country or call to covered active-duty status. A faculty member requesting a modification of duties and the TIU head should be creative and flexible in developing a solution that is fair to both the individual and the unit while addressing the needs of the university. Expectations must be spelled out in an MOU that is approved by the dean.

Faculty may be eligible for additional leave under the [Family Medical Leave Policy](#) and/or the university's paid parental leave guidelines as described in its [Paid Time Off Policy](#). See also the OHR [Parental Care Guidebook](#) and the Parental Leave Policy in Section XII.

However, in some circumstances, a modified workload for a period of time may offer a better solution than the use of leave. These guidelines provide for the use of modified duties in support of faculty and indicate a process by which faculty can request such a modification.

1. Modified Duties: An Overview

Modification of duties requires a full-time work assignment that simply alters the usual mix of a faculty member's work away from less flexible duties towards more flexible ones. For example, a faculty member might be relieved of his or her formal classroom teaching obligations for one semester and be assigned different duties. Substitute duties might include: the preparation of research proposals, papers and course materials; devotion of full-time effort to research or a combination of research and service; development of curricula and/or course materials; supervision of graduate student research; etc. The provision of modification of duties is not leave.

2. Eligibility:

Modified duty will be available from the College of Arts and Sciences to all tenured or tenure-eligible faculty members (i.e., birth, adoptive, or foster-care mothers, fathers, and domestic partners) within 12 months following birth of a child, adoption, or foster care placement. This benefit is also available to tenured or tenure-eligible faculty members to care for an immediate family member who has a serious health condition and those who have a qualifying exigency arising from the fact that the employee's immediate family member is on covered active duty in a foreign country or called to active-duty status.

3. Process:

Eligible faculty will be allowed to take up to one academic semester with modified duties in conjunction with the

university's family leave options, which include paid parental, sick, and unpaid leave. If the modification of duties is combined with the university's leave options, this period of leave and modified duties shall not exceed one academic semester.

During the period of modified duties, the faculty member will have no teaching duties (essentially reducing the teaching responsibilities of the faculty member to 50% for the year) and only those service duties mutually agreed to by the department chair and faculty member and documented in an MOU created by the college office. It is expected that during the period of modified duties, the faculty member will continue to be engaged in activities related to his or her scholarship.

When a proposed period of modified duties prevents a faculty member from carrying out his or her regular teaching and service responsibilities in two consecutive semesters, he or she must reach an agreement with the relevant academic unit that meets the needs of both the faculty member and the academic unit. The agreement will be documented in an MOU created by the college office.

Agreements may include a reduced teaching schedule in one or more semesters, 7-week teaching schedules, team teaching, deferred teaching to another semester additional non-teaching duties, or a combination of paid and unpaid leave. Faculty and their academic units should be creative and flexible in developing solutions that are fair to both the individual while addressing the needs of the university.