

NORTH DAKOTA STATE UNIVERSITY **STAFF** **SENATE MEETING MINUTES**

March 7, 2012

Memorial Union, Prairie Rose Room

Staff Senate meeting minutes are archived on our Web site at:

http://www.ndsu.edu/staff_senate/meeting_information/meeting_minutes/

Upcoming Staff Senate Meetings:

April 4, 2012	9:30 – 11:00 a.m.	MU, Great Room
May 2, 2012	9:30 – 11:00 a.m.	MU, Great Room
June 6, 2012	9:30 – 11:00 a.m.	MU, Arikara Room

Upcoming Executive Committee Meetings:

March 21, 2012	9:30 – 11:00 a.m.	Ceres Hall, Room TBA
April 18, 2012	9:30 – 11:00 a.m.	Stop N Go Center
May 16, 2012	9:30 – 11:00 a.m.	Electrical Engineering, Rm 217
June 20, 2012	9:30 – 11:00 a.m.	Ceres Hall, Room 312

NOTE: Senators who must be absent from a Staff Senate meeting are to send a substitute. Any regular broadbanded employee who is not a senator may be a substitute and will have all the rights and privileges as a Staff Senator at that meeting. Substitutes, please sign in on the attendance sheet listing by the Staff Senator's name for whom you are substituting. Please notify Membership/Attendance Officer Jodi Pierce prior to the meeting (231-8296 or jodi.pierce@ndsu.edu).

***All broadbanded staff members are encouraged to
attend.***

North Dakota State University does not discriminate on the basis of race, color, national origin, religion, sex, disability, age, Vietnam Era Veterans status, sexual orientation, marital status, or public assistance status. Direct inquiries to the Executive Director and Chief Diversity Officer, 202 Old Main, (701)231-770

Senators & Substitutes:

- Attendance sheets are on the back table; please sign in. (Absences are noted in the minutes.)
- Please mute or turn off cell phones before the meeting.

I. Call to Order

Laura Dallmann called the meeting to order at 9:30 AM

II. Attendance Report – Jodi Pierce – Attachment 1

Absent:

Kathy Backen-Andersen
William Lenarz
Chad Lindberg
Lori Rezac

Substitutes:

Jami Andel for Ron Fingarson
Betty Opheim for Carol Huber
Ann Marschke for Tim McCue
Patty Lloyd for Sheila Watson

Guests:

Tom Stone Carlson
David Wittrock
Matt Skoy

III. Consent Agenda: MOTION: (Styczynski/Vaudrin) to approve Consent Agenda. MOTION CARRIED.
For Information: Policy 320 - Version 7 – Faculty Obligations and Time Requirements - Attachment 2

IV. Approval of the Meeting Agenda: MOTION: (Olson/Davidson) to approve meeting agenda. MOTION CARRIED.

V. Student Government Report – Keenan Hauff - no report.

VI. Faculty Senate Report – Tom Stone Carlson

The faculty senate appreciated that President Bresciani has sought input from each of the three senates. Glad that there are three senates so that all employees have a chance to be represented. The Faculty Senate looks forward to working together as we address the tuition increase issue.

VII. Program – FORWARD, David Wittrock – Deb Haney introduced David Wittrock
David Wittrock – Dean of the Graduate School –FORWARD is an NSF grant that has been around for 3.5 years, it's a 5 year program. It is basically a program to help Women Faculty advance.

VIII. Approval of the February 1, 2012 Meeting Minutes: MOTION: (Styczynski/Trowbridge) to approve the meeting minutes. MOTION CARRIED.

IX. Treasurer's Report – Kathy Backen-Andersen – no report

X. Advisor Comments – Colette Erickson

State Employee Compensation Election Ballet – Review them and take back to your department, fill them out and send them back to the HR/Payroll Office. Thank you for your assistance.

XI. Reports of the Committee

A. Executive – LaDonna DeGeldere – New Member Orientation

New Member Orientation is planned to be held in April in two sessions. There was some discussion about the format of orientation and making improvements and changes. If you asked to be involved in orientation whether it is participating as a mentor or being present at the orientation please try to participate where needed. We want to make sure that incoming Senators are supported in the early phase of their term as a Senator.

B. NDUS Staff Senate – LaDonna DeGeldere/Kelly Bisek

NDSSS Requests Tuition Waiver for DCE Credits

In response to the request from the NDSSS and NDCCF to include distance and continuing education credits in the employee tuition waiver, the SBHE has created a task force to consider ideas for implementation. Having discussed a basic framework, expectations and possible funding options the task force offered a summary of their discussions at the NDSSS March 6th meeting. It was also requested that the NDSSS representatives solicit input from their respective campuses.

C. Standing

1. **Bylaws – Vince Anderson** – no report. Executive Committee has some more suggestions for change.
2. **Election** – Kris Mickelson – Jeanne Erickson has nominated herself to the Recognition Committee. MOTION: by Election Committee to accept Jeanne's nomination to join the Recognition Committee. Staff Senate unanimously agreed. – Attachment 3
3. **Legislative** – Letha Cattnach - no report
4. **Program** – Deb Haney – no report
5. **Public Relations** – Wendy Gibson – no report
6. **Scholarship** – Matt Chaussee – Scholarship applications are open and will be so until April 6.
7. **Staff Development** – Paula Schneider/Natalie Leer – Discover U had 109 participants. Online feedback was very positive. It was a very good program.
8. **Staff Recognition** – Janine Trowbridge – See Attachment 4
9. **Valentine's Ball** – Victoria Miller – Received a lot of positive feedback for rescheduling the Valentine Ball - New date is 3/23/2012 - Ticket sales are going on right now.
10. **Gunkelman Award**
Deven Styczynski gave report – Gunkelman award information is up on the Staff Senate website. There is a link to it from Staff Senate website. Advertisements will be going out shortly.
11. **Library Senate** – Jeanne Erickson – See Attachment 5

D. President's Cabinet – LaDonna DeGeldere

Tuition

As you know, the SBHE did not vote in favor of the .5% tuition increase for NDSU. As shared with them prior to the vote, the roughly \$400,000-\$450,000 which that .5% represents would have to be taken from core academic programs and services if not funded. Because of their vote, the university faces the unfortunate situation of needing to identify those resources from current operating budgets. The President has asked the three senates for recommendations. The Executive Committees of each of the three bodies are working on the best process to gather this information from their respective bodies.

You will be asked to participate in some method and your input is valuable to the administrators of the campus. When you receive a notice regarding this topic, please take the time to respond or participate where possible.

Chancellor Search

Interviews for the four finalists for the Chancellor position took place in Bismarck on February 28th and 29th. We should be hearing who the newly selected Chancellor is in the near future.

Student Success Tuition Model

The small group that was assigned to review the Student Success Tuition Model following the February 23rd State Board of Higher Ed Meeting approved the Model. This item will be on the SBHE April agenda for approval. At this time it has not been passed; however, there is support for it and it is on the agenda for review with the SBHE

- E. COSE** – Natalie Leer – We will be meeting in Bismarck in April. We will be discussing putting in an order for clothing sometime in April. If anyone has any ideas on how to increase nominations for awards, please let us know.

F. Ad-Hoc Committees

1. **Policy 103** – Kelly Bisek – See Attachment 6
2. **Senate Committee Review** – Kelly Bisek – See Attachment 7

3. **Scholarship Fundraiser** – Matt Chaussee – We are working through some logistics of getting an application put together for the raffle. Since Staff Senate is not a department of NDSU, we are looking into departments that would be willing to co-partner with Staff Senate.
4. **Traffic Issue** – no report

XII. Old Business - none

XIII. New Business – none

XIV. Announcements

Volunteer Network Programs - Matt Skoy - Our students worked 44,000 community hours last year. There are two programs we would like to bring to your attention, first is the Tapestry of Diversity Talents – http://www.ndsu.edu/mu/programs/civic_engagement/tapestry_of_diverse_talents/. Please go out to the website and nominate someone that you feel is deserving of this program. Next is the Sarah Martinsen Award, follow the link: http://www.ndsu.edu/mu/programs/volunteer_network/volunteer_network_programs/ and help us spread the word about this award. We want everyone to think of a student who fits this category. Nominations are due April 13, 2012.

Maximizing Efficiency Issue – Having a panel for NDPEA. Laura will send out a reminder this afternoon for input. Just wondering if someone would be willing to make a synopsis of the long document – making it easier to review.

BISON Awards – Volunteers work at all the residence halls and they look at the amount of hours that they worked. Then they divide them up, so it's fair to everyone. Then they pull out the person that has done the most hours and that person is awarded \$500.

XV. Adjourn

Laura Dallmann adjourned the meeting at 10:36 AM

Scheduled meetings:

- *Executive Committee: Wednesday, March 21, 2012, 9:30-11:00, Ceres Hall, Rm TBA*
- *Staff Senate: Wednesday, April 4, 2012, 9:30-11:00, MU, Great Room*

STAFF SENATE ATTENDANCE REPORT 2011-2012

Senator		J	J	A	S	O	N	D	J	F	M	A	M
Andrea	Abrahamson	X	-	-	X	X	X	P	X	P	X		
Vince	Anderson	X	-	-	X	X	X	X	X	X	X		
Mary	Asheim	X	N	N	X	X	X	X	X	X	X		
Angela	Bachman							X	X	X	X		
Katherine	Backen-Andersen	X	O	O	X	X	X	X	X	X			
Gennifer	Baker	X	-	-	X	X	X	X	X	A	X		
Robert	Barclay	X	M	M	X	A	X	A	X	X	X		
Jenny	Beam	X	E	E	X	X	P	X	A	X	X		
Kelly	Bisek	X	E	E	X	X	X	X	X	X	X		
Janis	Bork	P	T	T	X	X	X	X	X	X	X		
Joshua	Boschee	X	I	I	No longer at NDSU								
Sheila	Boyda	W	N	N	A	P	X	X	X	X	X		
Letha	Cattanach	X	G	G	X	X	X	X	X	X	X		
Matthew	Chaussee	X	-	-	P	X	X	X	X	X	X		
Wendy	Clarín	X	-	-	W	X	P	X	X	X	X		
Laura	Dallmann	X	-	-	X	X	X	X	X	X	X		
Cole	Davidson	X	-	-	X	P	X	X	X	A	X		
Robin	Davis	X	-	-	W	X	P	A	Resigned as Senator				
LaDonna	DeGeldere	X	-	-	X	X	X	P	X	X	X		
Marilyn	Dowdy	X	-	-	X	X	X	X	P	X	X		
Lynn	Ehlen	X	-	-	X	X	X	X	X	X	X		
Jeanne	Erickson	X	-	-	X	X	X	X	X	X	X		
Ron	Fingarson	X	-	-	X	P	X	P	X	A	P		
Perry	Flaten	X	-	-	X	A	X	X	X	X	X		
Kate	Fluge	No longer at NDSU											
Wendy	Gibson	Elected in Sept			X	X	X	X	X	X	X		
Cathy	Giddings	Elected in January								X	X	X	
Debra	Haney	X	-	-	X	X	X	X	X	X	X		
Carole	Huber	X	N	N	W	X	X	X	X	X	X		
Carol	Jergenson	A	O	O	X	P	X	X	X	X	P		
Brian	Kennedy	X	-	-	X	X	X	P	X	X	X		
Natalie	Leer	W	-	-	X	A	X	X	X	A	X		
William	Lenarz	X	-	-	P	A	X	X	X	X			
Chad	Lindberg	X	-	-	X	A	A	X	X	X			
Amanda	Lindseth	A	-	-	A	No longer at NDSU							
Jerie	Little	X	-	-	X	X	X	X	X	X	X		
Jan	Lofberg	W	-	-	Resigned as a Senator								
Brandon	Marback	X	-	-	X	X	X	X	X	X	X		
Galen	Mayfield	X	-	-	X	P	P	X	X	Resigned as senator			
Timothy	McCue	X	M	M	X	P	X	X	X	X	P		

Senator		J	J	A	S	O	N	D	J	F	M	A	M
Kristy	Mickelson	X	E	E	X	X	X	X	A	X	X		
Kay	Modin	X	E	E	M	M	P	P	P	P			
April	Moser	X	T	T	X	X	X	X	X	X	X		
Vance	Olson	X	I	I	X	X	X	X	X	X	X		
Megan	Paradis	X	N	N	X	P	X	X	X	X	X		
Shauna	Pederson	X	G	G	X	X	X	X	A	X	X		
Jodi	Pierce	X	-	-	X	X	X	X	X	X	X		
Rita	Prunty	P	-	-	X	X	X	X	X	Retired			
Lori	Rezac	Elected in November					X	X	X	X			
CeCe	Rohwedder	P	-	-	X	P	X	P	X	X	X		
Paula	Schneider	X	-	-	X	X	X	X	X	X	X		
Angela	Seewald-Marquardt	X	-	-	A	X	X	X	X	X	X		
Anna	Sheppard	X	N	N	X	X	X	X	X	X	X		
Mary	Sinner	X	O	O	X	X	X	X	X	P	X		
Deven	Styczynski	Elected in November					X	X	X	X	X		
Dale	Summers	X	M	M	X	X	X	X	X	X	X		
Elizabeth	Thompson	X	T	T	X	X	X	P	X	X	X		
Janine	Trowbridge	X	G	G	X	X	X	X	A	X	X		
Jeri	Vaudrin	X	-	-	X	X	P	X	X	P	X		
Sheila	Watson	P	-	-	X	X	X	X	X	X	P		
Elizabeth	Worth	X	-	-	X	P	X	X	X	X	X		

A – Absent

Ex – Excused

M – Medical

P – Proxy

W – work conflict

X – Present

NDSU Staff Senate

Election Committee

March 7, 2012

The committee has met twice to get ready for elections. An email announcing Staff Senate elections was sent to all Staff on February 23, 2012. Nominations opened on March 1, 2012 and will remain open until March 15, 2012. Voting will begin on March 22, 2012 and close on March 19, 2012.

A reminder e-mail will be sent on March 7, 2012 to all staff that nominations are open and encourage staff to become involved with Staff Senate.

The committee will meet again on March 19 to prepare for the election process to begin. If you have questions or need more information please contact Kris Mickelson at 231-6535 or Kristy.Mickelson@ndsu.edu

Respectfully submitted by

Election Committee

Staff Recognition Committee
March 7, 2012

Campus Kudos:

Three Campus Kudos awards were distributed at the December meeting. Award recipients were: Matthew J. Piehl, Paul Froeschle, and RaNelle Ingalls.

In addition to the coffee cart gift certificate, this year's recipients will be receiving a \$10 gift card to the NDSU Bookstore. We extend our gratitude to the NDSU Bookstore for generously contributing to this award.

One more Campus Kudos to be awarded to Adam Helsene at today's meeting.

Staff Recognition Luncheon

The committee reduced the number of awards in the 5000 band from three to two and added one more award to the 4000 band increasing it from one to two awards. This is more equitable based on the number of employees in each of these bands. Each award recipient will receive \$250 each and the team award will split an award of \$600 (maximum \$250 per individual)

Total Number of Benefitted Staff =
 1488

Band Number	Band Description	# of Employees	% of total Staff
1000	Administrative/Managerial	22	1.48%
3000	Professional	654	43.95%
4000	Technical/Paraprofessional	270	18.15%
5000	Office Support	249	16.73%
6000	Crafts/Trades	65	4.37%
7000	Services	228	15.32%

3 Awards 1000/3000

2 Awards 4000

2 Awards 5000

1 Award 6000

2 Awards 7000

1 Team Award

The Staff Senate website went live to begin receiving applications February 27 and will continue until 4:00 pm on March 23, 2012. Applications can be either submitted online or provided on paper; the deadline for submission remains the same.

Staff Recognition Committee

March 7, 2012

The committee is rounding up the award winner's photos and names from last year to post to the Staff Senate website for reference as we seek nominees.

An article will run in It's Happening at State February 29 issue and March 15 issue.

The committee will review and rank each application March 26-30, 2012. The committee is short a member from the 5000 band who will be elected at today's meeting.

The Staff Recognition Luncheon is scheduled for April 10, 2012 at 11:30 in the Great Ballroom of the Memorial Union. Complimentary lunch will be provided for the award winners, their nominators, and supervisors. Anyone who wishes to attend the luncheon may purchase tickets from the Human Resources office.

Recent trends have indicated a larger number of teams have been nominated each year. Based on this trend, the committee has requested the President of Staff Senate to seek funding for an additional team award for the 2013 year.

Library Senate Committee met Friday, March 02, 2012Library Updates

- The Library continues to be short staffed, but heavily used
 - Currently have several positions open
 - Positions are not attractive to applicant pools
 - Insufficient salary lines,
 - No book budget
 - Condition of Main Library
- Request for additional student library fees of \$1/per credit was denied
 - Had an increase 2 years ago, so not a good time
- Materials budget is in a deficit by approximately \$200,000
- Library has been working on ways to reduce costs
 - Library hours have been cut
 - Chemistry Library is closed with card access only
 - Reduction of Student workers
 - Positions remain unfilled
- A Gap Analysis was conducted to compare peer institutions and their resources
 - Results show NDSU's library seriously lacking in funding for online databases
 - Dean reports they have done everything to avoid cutting online databases
 - Annual subscription cost runs from \$500,000 down to \$13,000
 - Lack of funds will result in College databases cut
 - Looking at cutting 20%
 - Usage of databases may determine which ones are cut
 - Do not want to target any college
- Dean is asking for faculty/staff consideration when determining cuts
 - Please be an advocate for the Library
 - Need your support
 - They have nothing more to cut
- On a positive note
 - New Graduate Learning Center
 - Coffee House
 - Both funded through Student Government

NDSU Staff Senate
Ad Hoc Committee Report

Policy 103: Equal Opportunity Employment

March 7, 2012

Committee Members: Galen Mayfield, Kristy Mickelson, Vance Olson, Kelly Bisek

Nothing new to report at this time, we are still waiting for Lois Christianson to forward us the final draft to be presented to the Senate Coordinating Committee.

Kelly Bisek

Kelly.Bisek@ndsu.edu

701-231-7710

NDSU Staff Senate
Ad Hoc Committee Report

For Review of Staff Senate Committees

March 7, 2012

Committee Members: Anna Sheppard, April Moser, Letha Cattanach, Kelly Bisek

The committee has met twice during February. We have reviewed the questionnaire responses from committee chairs, along with the committee information from the website and bylaws. Based on that information we are in the process of developing several proposals that we hope will help the senate committees be more impactful in meeting the Staff Senate's objectives. We are also reviewing the committee descriptions and will be presenting new descriptions along with our proposals. We plan to meet at least once more in March and hopefully will have some information to present to the executive committee meeting on March 21st and then to the full senate on April 4th.

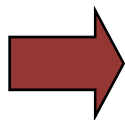
Kelly Bisek

Kelly.Bisek@ndsu.edu

701-231-7710

Policy Change Cover Sheet

This form must be attached to each policy presented. All areas in red, including the header, must be completed, if not it will be sent back to you for completion.



If the changes you are requesting include housekeeping, please submit those changes to Kim Matzke-Ternes first so that a clean policy can be presented to the committees.

SECTION: SECTION 320: FACULTY OBLIGATIONS AND TIME REQUIREMENTS

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy. Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).

~~The changes to this policy add a provision for childbearing leave that is above and beyond the sick leave policy as well as a section on modified duties.~~

Provides up to 6 weeks of childbearing leave for certain academic appointees who don't accrue sick leave, and provides for modified duties for academic appointees who become parents, have significant health issues, or have to care for family members with significant health issues.

2. This policy was originated by (individual, office or committee/organization): Office of Equity, Diversity, and Global Outreach. Christina Weber, Commission for the Status of Women Faculty (CSWF); 1/25/11

3. This policy has been reviewed/passed by the following (include dates of official action):

This portion will be complete by Kim Matzke-Ternes

Policy Committee:	05/11/2011 presented to PCC, <u>10-10-11 presented to PCC; 11/15/11 updated version presented to PCC</u>
University Senate:	11/21/11 routed for input
Staff Senate:	11/21/11 routed for input
Student Government:	11/21/11 routed for input
President's Council:	11/21/11 routed for input

If you have any questions regarding this cover sheet, please contact Kim Matzke-Ternes at 1-7080 or kim.matzke-ternes@ndsu.edu

The formatting of this policy will be updated on the website once the content has final approval. Please do not make formatting changes on this copy.

If you have suggestions on formatting, please route them to kim.matzke-ternes@ndsu.edu.

All suggestions will be considered, however due to policy format guidelines, they may not be possible.

Thank you for your understanding!

SECTION 320: FACULTY OBLIGATIONS AND TIME REQUIREMENTS

SOURCE: NDSU President

1. Basic Obligations

Regular faculty appointments carry those responsibilities and privileges traditionally identified with academic positions. While a minimum of specific restrictions are imposed on the activities of a faculty member, they are under obligation to render to the University the most effective service of which they are capable. Moreover, they are expected to increase their depth and range of competency with increased length of service. All members of the faculty have a responsibility to develop their professional proficiency.

Faculty member obligations fall into these four broad areas: (1) academic instruction, (2) research and other scholarly activities, (3) administrative and related duties, and (4) professional service to communities. Primary responsibilities for most appointees include the functions of teaching and research.

These broad statements of faculty responsibility mean that faculty members are accountable to the University during the term of their appointment (including summer school appointments) for all necessary or appropriate teaching, research, administrative, and service obligations. More specifically, this means that faculty members are obligated to meet all their scheduled classes, to schedule and be available for a reasonable amount of consultation hours in their office, and to attend scheduled meetings that are related to their professional obligations.

2. Office Hours

Faculty members are considered professional personnel responsible for accomplishing the tasks for which they are employed. Faculty members are responsible for making time available for student conferences and are expected to post a listing of office hours.

3. Annual Leave

While nine-month faculty members thus have considerable flexibility in scheduling and fulfilling these professional obligations, they should not regard as automatic vacations all those periods when University classes are in recess. It should be clearly understood that there is no formal **annual leave** policy established for faculty whose regular term of employment is less than 12 months either by the State Board of Higher Education or by the University, other than the obvious fact that all faculty members are entitled to take the holidays defined by the State of North Dakota for state institutions. This should not be interpreted to mean that nine-month faculty members are obligated to work from 8:00 AM to 5:00 PM on all other days of the academic year, just as it would be inappropriate to assume that faculty members are excused from all academic responsibilities during the breaks provided for students. Instead, the guiding principle should be the more flexible requirement of professional obligation and accountability referred to above.

4. Sick Leave

This same philosophy prevails at NDSU with regard to sick leave for faculty whose regular term of appointment is less than 12 months. Although there is no formal sick leave policy or provision for such faculty, the understanding is that they have the opportunity to reschedule their commitments or make appropriate voluntary arrangements with their colleagues during times when sickness makes it impossible or unwise for them to meet their professional obligations. This does not guarantee any certain amount of

paid sick leave hours or days to faculty members whose regular term of appointment is less than 12 months, but the flexibility it provides seems to meet the needs of most faculty members. Where extended illness or disability is involved, however, the amount of such informal sick leave shall be limited to a maximum of two weeks for each year of academic service to NDSU, unless an exception is ~~authorized-~~ approved by the Provost ~~and Vice President for Academic Affairs~~. In any event, the University's TIAA-CREF disability insurance provides salary benefits after six months of disability.

5. Childbearing Leave

~~A~~Academic appointees (tenured and tenure-track faculty, professors of practice, and senior lecturers) with less than twelve-month appointments who give birth are eligible for childbearing leave during the period of medical disability. This is a temporary leave from all duties without reduction in pay during the time the faculty member is temporarily disabled because of pregnancy and childbirth. Childbearing leave begins on the actual delivery date and ends six weeks after (including university breaks), although individual circumstances may require extending this period. Any extension beyond six weeks (before and after delivery) ~~may shall~~ require medical certification from the attending physician or midwife and is ~~authorized-~~ approved by the Provost ~~and Vice President for Academic Affairs~~. Unpaid leave that extends beyond the period of medical disability is available through FMLA. Eligibility for childbearing leave begins upon hiring.

6. Modified Duties

6.1. Who is eligible: An academic appointee (tenured and tenure-track faculty, professors of practice, and senior lecturers) who 1) becomes a parent through childbirth, adoption, ~~or~~ and foster placement of a child (as defined by the Family ~~federal~~ Medical Leave Act (FMLA) 2) has a health condition that makes them unable to perform their regular duties but does not necessitate a reduction in workload, or 3) who will be caring for a child, spouse/partner or parent who has a serious health condition (as defined by FMLA). Additional modifications for longer-term conditions may be made in accordance with the Americans with Disabilities Act and NDSU Policy 100.1.

6.2. Definition: “Modified duties” means a change to duties and goals without reduction of salary for a limited period of time. A person taking “modified duties” will still be at a 100% workload and 100% salary; however the nature of the responsibilities for this time period will be adjusted. Modified duties will include a revision of workload for up to the equivalent of a semester (e.g., release from or reassignment of teaching courses, committee assignments, advising, or alteration of research duties). When a period of modified duties immediately follows childbearing leave, ~~that period may be extended~~ the modified duties may be extended to the end of a semester to accommodate teaching schedules as necessary. Modified duties must conclude within 12 months of a birth or adoption.

6.3. Process: Modified duties, goals, and duration will be negotiated by the individual requesting modified duties with the department chair/head and approved by the dean. If agreement cannot be reached between the faculty member, the department chair/head, and the dean, the negotiation will advance to the Provost.

6.4. Performance evaluation: Faculty members who use the modification of duties and goals must still submit an annual report when it is due in their department. The time period in which duties were modified, as well as the specific modifications in place, must be included in the annual report. The report must also include the agreed upon goals and a statement about how those goals were accomplished, but must not

disclose confidential medical information. Those reviewing and evaluating the document should take this into account and adjust expectations accordingly. Acceptance of ~~Modified~~modified duties does not change the candidate's responsibility for meeting the department's PTE standards by the end of the probationary period, whether that period has been extended or not. A period of modified duties is not a necessary condition for an extension of the tenure probationary period. A period of modified duties also does not require that the individual extend the tenure probationary period.

HISTORY: November 28, 1989; Amended January 1998, December 2002, October 2007