



# Northeastern University

## *Office of the Provost*

### **MODIFIED DUTIES POLICY FOR TENURED AND TENURE-TRACK FACULTY**

In view of the demands of parenting newly born or adopted children, Northeastern University provides to tenured and tenure-track faculty members who meet the following criteria, upon request, a semester of modified duties without a reduction in salary. This period is in addition to any paid medical leave or unpaid family leave that may be taken by the faculty member in connection with the birth or adoption.

A faculty member may receive up to two periods of modified duties under this policy.

- Gives birth to a child, or becomes a parent of a newly born or newly adopted child under the age of six (a multiple birth or simultaneous adoption of more than one child may occasion only one request for a period of modified duties);
- Takes significant and sustained care-giving responsibility for the child (or children) during the requested period of modified duties, either as a single parent or at a level at least as time-consuming as that of faculty member's spouse or partner; and
- Begins the period of modified duties within twelve months of the date of the relevant birth or adoption.

The faculty member's dean or the dean's designate, in consultation with the eligible faculty member, will determine how the faculty member's duties will be modified. At a minimum, the faculty member will be relieved of assigned classroom teaching responsibilities for the period of modified duties. Faculty members will ordinarily be expected to fulfill their other professional responsibilities, including research and graduate student supervision, during the period of modified duties. The faculty member's dean and department chair are responsible for making any arrangements needed to fulfill the faculty member's teaching assignments or other needed coverage during the period of modified duties.

Eligible faculty members may take one term of modified duties for each birth or adoption that adds a child or children to their family. If both parents are employed in an eligible position at the University, each of them may take a period of modified duties provided both parents meet the other eligibility criteria.

Tenure-track faculty members who request and receive a semester of modified duties under this policy will automatically have their tenure clocks extended by one year under the terms of the University's Tenure Clock Extension Policy unless the period of modified duties begins after the fall semester of the year preceding their tenure consideration.

### **Procedures**

A faculty member seeking a period of modified duties must submit a written request to his or her dean, preferably with as much advance notice as is possible. A faculty member who has given, or who expects to give, birth should include in her written request information about the time period during which she expects to be on paid medical leave. A faculty member who does not give birth must, in requesting modified duties, certify his or her eligibility by affirming that he or she is a single parent or will take significant and sustained care-giving responsibility for the child (or children), at a level at least as time-consuming as that of the other parent, during the requested period of modified duties. Requests for modified duties should include information, if relevant, about the faculty member's intention to request unpaid family or medical leave in addition to modified duties.

Following consultation with the faculty member and her or his chair, the dean will communicate the terms of the modified duties in writing to the faculty member and, for tenure-track faculty members, notify the Provost's Office of the extension of the faculty member's probationary period by one year.

The period of modified duties, along with any associated delay of tenure consideration, will be granted contingent upon the birth or adoption that adds a child or children to the family taking place. The faculty member is responsible for ensuring that Human Resources Management receives appropriate documentation of the birth(s) or adoption(s) in a timely manner.