

Temporary **Change in Teaching Duties** for Full-Time Faculty Who Expect a New Family Member through Birth or Adoption

Old Dominion University complies with Federal and State laws when overseeing employee benefits for faculty, staff, and administrators. Further, the university supports members of the university community in areas of work-life balance, including policies related to telecommuting, job sharing, flexible scheduling, extension of the tenure clock, and other institutional practices. For the university, such benefits become important components of faculty recruitment and retention. For full-time with teaching duties, several key benefits are particularly important during semesters in which births or adoptions are anticipated.

The university is committed to supporting full time faculty with teaching duties who expect a new family member through birth or adoption by encouraging flexible work arrangements such as research, mentoring, and other non-teaching duties that would ease the transition from work to parental care. As such, faculty can request a temporary change in duties that would cover a maximum of one semester for the birth or adoption of a child. This change of duties would only release the faculty member from teaching duties. Faculty must consult with their department chair in advance to arrange for one semester (fall, spring, or summer) in which they have no teaching responsibilities. If both parents have teaching responsibilities in the same department and both wish to access this policy, they are required to propose staggered periods to ensure that the instructional needs of the department are met.

An application process is available for 10-month teaching faculty with anticipated due /adoption dates during the year. Upon approval, the faculty member is assigned non-teaching duties with pay for the approved period. For 10-month faculty who access this policy during the summer, pay equivalent to a three-credit course is available, providing the faculty member has regularly taught in the summer in previous years. A fund is maintained in the Office of Academic Affairs for departments that request support for replacement faculty during the semester or summer term.

Application process

Eligible faculty must submit a written request for a temporary change in duties to their respective department chair. The request, to be made as soon as practicable, must include the following information:

- The circumstances that have prompted the request for a change, including the anticipated birth date or adoption date of the new family member
- A statement regarding the dates of the proposed change in duties
- Information about the way the change in duties may be implemented

If applicable, a separate application is required for those who wish to request a deferral of their promotion and tenure review date.

The department chair will review the request, prepare a recommendation, and forward it, along with the faculty member's request, to the dean of the college/school. The dean will forward a recommendation to the appropriate executive vice president, for final approval.

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Note: this change in duties policy is really about alternate duties for full time faculty who are teaching. We tried to make that clear by using the phrase "full-time faculty with teaching duties" in several places, as opposed to just "full-time faculty".

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Temporary Change in Duties for New Parents and Approved Leave

Faculty may be eligible for parental leave under the Parental Leave Policy (6053). This policy provides eight weeks of paid leave for the birth or adoption of a child. Faculty may also be eligible for leave under the Family and Medical Leave Act (FMLA). It is understood that the alternative duties identified for a Temporary Change in Duties are for time not covered by approved university leave. Eligibility criteria for a Temporary Change in Duties are different in that the proposed change in duties may be available when FMLA is not (e.g., a temporary change of duties is available in the first year of employment regardless of hours worked)

- Approved by the president
January 22, 2015

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If the faculty member who has approval for a temporary change in duties is also eligible for FMLA leave, that leave will run concurrently for up to 480 hours or 12 weeks. Medical certifications and other requirements of FMLA must be met. Although the use of this policy mirrors portions of the [Family and Medical Leave Act \(FMLA\)](#), eligibility Eligibility criteria are different such that the proposed change in duties may be available when FMLA is not (e.g., the new parental policy regarding a temporary change of duties is available in the first year of employment regardless of hours worked).

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