

NUMBER: ACAF 1.60
SECTION: Academic Affairs
SUBJECT: Modified Duties Semester for Faculty
DATE: August 16, 2007
Policy for: All Campuses
Procedure for: USC Upstate
Authorized by: Dr. Marsha Dowell
Issued by: Academic Affairs

I. Policy

<http://www.sc.edu/policies/acaf160.html>

II. Procedure

A. Documentation Required

Documentation required includes the **Modified Duties Semester Form**, a letter of request or explanation and documentation as to the circumstances relevant to the request.

1. Modified Duties Semester Form

The Modified Duties Semester Form must be completed by faculty eligible for an automatic modification of duties semester or who need to request a modification duties semester.

2. Letter of Request or Explanation

A letter from the faculty member should be addressed to the faculty member's chair and/or dean outlining the reasons for the modified duties semester. This letter should be attached to the **Modified Duties Request Form** and the documentation relevant to the request. In the case of a birth or adoption, the faculty member should also attach a statement confirming their responsibilities as primary or secondary caregiver during the modified semester.

3. Documentation for Modified Duties Semester

In all situations, documentation should be supplied of the relevant event(s) or circumstances necessitating the request for modified duties. Such documentation

may be a letter from a physician or healthcare provider, adoption agency or law firm, or documentation of other situations as appropriate.

B. Approval Required

All documentation required for an extension must be submitted and approved by the chair and/or dean and the Senior Vice Chancellor for Academic Affairs. Once the Senior Vice Chancellor approves, a copy of the approved **Modified Duties Semester Form** is sent to the faculty member, the chair and/or dean's office. A copy of the approved paperwork is also sent to the provost's office in Columbia for notification of the approval.

C. Budget Issues

Normally the budget of the academic area of the faculty member having a modified duties semester is responsible for funding the semester as to coverage of classes, etc., that arise as a result of this action.

III. Related Policies

See also:

ACAF 1.31 Extension of Faculty Tenure-Track Probationary Period

ACAF 1.05 Tenure Progress Review of Faculty: Mid- Tenure Review