

## UT MARTIN: ACADEMIC AFFAIRS PROCEDURE

**SUBJECT:** Faculty Family Accommodations (formerly “Arrival of a Child”)

**AUTHORITY:** VCAA

**EFFECTIVE:** 4/28/2016

**REVISION:** 7/27/17

**PURPOSE:** To provide guidance for faculty members who require work modifications related to the arrival of a child.

Full-time faculty members (nine-month term, tenure-track and tenured) are entitled to work directly with their department chairs or hiring unit supervisors to negotiate mutually agreeable terms for leave and/or service/workload modifications necessitated by the arrival of a child. These agreements should be made in writing, with a copy to the Human Resources office and department files. Note: Specific medical information should be excluded from these agreements and maintained in a separate file with the Office of Human Resources.

The provisions contained herein are intended to provide guidance for tenured, tenure-track or term faculty members who require work modifications related to the arrival of a child. Actions taken under this procedure should not affect decisions concerning tenure or other merit-based evaluations. Annual performance and merit reviews are conducted according to job-related criteria, which are unrelated to those involved in this arrival of a child procedure.

Working directly with their department chair or hiring unit supervisor, tenured, tenure-track or term faculty may modify their responsibilities for up to one semester at full pay while managing the arrival of a child through birth, adoption or foster care. These modified duties during leave might include:

- Reduced or modified teaching load;
- Release from on-campus meetings and obligations (although remote attendance may be desirable);
- Negotiation of research/creative obligations or opportunities; and/or
- Other desirable and negotiated accommodations.

This right applies, regardless of gender, to the primary care-giver for pre-school-aged children. The maximum period of modified duties is one semester within 12 months of the child’s arrival, and applies even in the event of multiple births or placement of multiple children. If both parents qualify for a modified duties assignment, they may be required to use it in different semesters, especially if they reside in the same department.

Eligibility for fringe benefits during any modification in service shall be determined in accordance with the University of Tennessee personnel policies and procedures for each fringe benefit.

A tenure-track faculty member who is granted a leave of absence or modified duties under this policy may negotiate an extension of the tenure-track probationary period for up to one academic year upon agreement by the department chair and dean. The faculty member’s assumption of the primary care-giving responsibility offered as a justification for extending the probationary period should have occurred within one year prior to the date of the request, and the request must be made before the tenure review process begins. The faculty member must submit a written

request for the extension to the department chair, who will then forward the request and his/her recommendation to the appropriate dean. The dean will forward the request and his/her recommendation to the Vice Chancellor for Academic Affairs, who will make the final decision on the request. Faculty members who are granted extensions of the probationary period will continue to receive annual performance/merit reviews in a process independent of the requests for extensions.

This procedure supplements the federal Pregnancy Discrimination Act and Family Medical Leave Act, the provisions of which remain in full force and effect.