



TEXAS TECH UNIVERSITY

Office of the President™

MEMORANDUM

DATE: March 7, 2019

TO: TTU Full-time Faculty, Department Chairs and Deans

FROM: Lawrence Schovanec, President
Michael Galyean, Provost & Senior Vice President

RE: OP 32.35: Modified Instructional Duties Policy

In response to recent inquiries and conversations regarding resources for faculty in times of significant family life events, we want to remind you of OP 32.35: Modified Instructional Duties Policy. This policy provides for modifications to instructional duties to enable a more flexible work schedule in order to care for a newborn infant or newly adopted child or for principal care of another immediate family member. Modifications entail exchanging scheduled course assignments in the given semester for alternative duties within the faculty member's home department. This exchange is intended to provide a more flexible work schedule to accommodate the faculty member's caregiving responsibilities. Alternative duties may include administrative tasks, focused research activity, curriculum development, and other duties the faculty member and department chair agree on as suitable, temporary replacements for the faculty member's usual teaching assignments. Modified instructional duties do not constitute a reduction in work load or a leave of absence. As a result, in some cases FMLA or sick leave may be more appropriate options. However, it should be emphasized that faculty should view this as a readily available option to support them in their personal lives and their work duties and professional obligations. Administrators should encourage eligible faculty to take advantage of this policy and support their application process.

Full-time faculty members who may have a caregiving need eligible for modified instructional duties are encouraged to review OP 32.35 with their department chair. Requests for modified instructional duties should be made far enough in advance that adequate arrangements can be made within the department. Questions about implementation of the policy should be directed to Senior Vice Provost Rob Stewart.

Let us add that, as OP 32.35 is soon due for cyclical review, we are appointing a work group to consider enhancements to the policy that could expand its scope of coverage and applicability. The group will include representation from the Faculty Senate and the faculty at large, department chairs, the Gender Equity Council, the President's office, the Provost's office, Human Resources, and the Office of EEO.