# ttp://www.montana.edu/creativeservices/images/MSU-vert-rgb.jpg Faculty Modified Duties Request Form

***Process for submitting this request:***

1. The Department Head (or Dean, where that is the immediate supervisor) shall complete this form and attach a letter of support for the faculty member taking FMD. If the tenure clock extension policy applies, the Department Head may invoke the automatic extension in the letter of support.

MSU Office of Academic Affairs

2. The Department Head submits these two documents to the Dean for review.

3. The Dean submits the request and letter of support to the Provost for approval and funding. The Provost’s office will notify the faculty member and department head of the approved FMD and note the faculty member’s revised retention and/or tenure review date.

**College**: Click here to enter department

**Individual(s) submitting this form**: Click here to enter name(s)

**Date of submission for review**: Click here to choose date

**First and Last Name of Tenure Track Faculty in need of modified duties:** click here to enter name

**Home department of Faculty in need of modified duties:** Click here to enter department

***The purpose of a modified duties request is to allow tenure track faculty who have substantial responsibility for short term, intensive family-caregiving duties (such as the care of a newborn child, child placed for adoption, care for an ailing elderly parent) the flexibility and support needed to maintain an active, but modified, service and research load by reducing teaching obligations for one semester.***

What is the event triggering the need for modified duties?

What specific modifications of duties are being requested? If a release from teaching, please be specific about exactly what courses will be released and what role they play in the Department’s curriculum (required vs. elective; CORE course, graduate seminar, offered annually or every other year; etc.). Please describe the proposal for covering the courses (nTT, TT faculty overload, etc.).

Central funding from the Office of the Provost has been dedicated to support Faculty Modified Duties. Are there other forms of support (financial or otherwise, such as mentoring) that will help this faculty member thrive professionally, which either the Department or the College will be providing?

1. When applicable: This faculty member has been informed that the Department Head will process an automatic one-year extension of the tenure review on their behalf, and the faculty member understands that they may opt out of that extension any time before March 30 prior to the designated academic year of review

Date of conversation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_