

Policy Title: Modified Duties for School of Data Science Faculty on Personal Leave**Policy ID:** TBD**Status:** FINAL**Original Policy Date:** July 1, 2023**Last Revised:** November 20, 2023**Oversight Executive:** Associate Dean for Academic and Faculty Affairs**Applies To:** All UVA School of Data Science faculty, regardless of track, on a contract of one year or longer.**Publicize Policy?** Yes**Reason for Policy**

This policy specifies the scope and approval process for modified faculty duties for faculty who take personal leave, as covered by Provost policy [HRM-038](#). During an extended leave, it is expected that a faculty member will need to minimize their engagement in their standard faculty activities and that any reduction may need to be tailored to the individual and the particular context of the situation. The scope and approval for these changes will originate from the Dean's Office.

Policy Statement

This policy is a supplement to Provost policy [HRM-038 Faculty Leaves](#). It specifies the options for modified duties that are available to **School of Data Science** faculty on personal leave, including teaching, service, and tenure clock extension.

Faculty members who wish to request a period of modified duties should contact the **Associate Dean for Academic and Faculty Affairs**. Requests should be made as far in advance as reasonably possible. The academic semester that overlaps with the majority of the period of leave will be designated for modified duties.

Business Process*Establishment of Reduced Workload*

The Dean's Office is supportive of personal leave requests and related modified duties and recognizes it as an essential element of providing a healthy and safe work environment. The School will do everything possible to support faculty desires related to requests for personal leave. Faculty requesting leave should prepare a reduced workload plan proposal for discussion with the Associate Dean for Academic and Faculty Affairs. The request should be in accordance with **Provost policy [HRM-038 Faculty Leaves](#)**. The faculty member and the Associate Dean for Academic and Faculty Affairs will discuss the request and create a leave plan that accommodates the faculty's request as best possible given their teaching and research constraints and the school's ability to cover those tasks while the faculty is on leave.

Professional Responsibilities Maintained

During the period of modified duties, the eligible faculty member may be expected to maintain a flexible schedule in which they can maintain minimal service and research efforts for which they are uniquely qualified, e.g., writing and reviewing papers, submitting proposals, and advising graduate students. These efforts may be accomplished from outside the office (i.e., remotely). The school will work to relieve teaching obligations during the time of leave to the extent possible and practicable and following [HRM-038 Faculty Leaves](#).

For faculty whose teaching effort is 50% or greater, the management of their non-scheduled teaching-related duties (including but not limited to: course planning, supervision of teaching fellows, curriculum development, recording lectures for future use, and scholarship) should be discussed with the Associate Dean of Academic and Faculty Affairs when developing the plan for the period of modified duties.

For faculty on parental or family leave, the period of modified duties is not intended to support extensive professional travel, increased consulting activity, or other increased professional activities that could be viewed as counter to the goals of the policy. Faculty should consult the Associate Dean for Academic Affairs if they have concerns about this.

For pre-tenured faculty, a request for a tenure clock extension can be submitted simultaneously with the leave request. The request for the tenure clock extension can be made at the same time as the modified duty request or later and should be submitted to the Manager of Faculty Affairs in the Dean's Office for review by the Associate Dean for Academic and Faculty Affairs.

Additional periods of modified duties that apply to faculty who give birth

For faculty members who give birth to a child, the availability of modified duties may be extended to two semesters as follows:

The first semester will be the same as the modified duties semester described above. For the second semester, duties will be modified as follows:

The faculty member is expected to perform *normally allocated* teaching and research responsibilities, and they may be relieved of additional service obligations at the departmental, School, and University level.

Non-conformance with policy

Faculty encountering non-conformance with this policy should report this to the Dean's Office.

Policy Background

[HRM-038 Faculty Leaves](#)

Next Scheduled Review: Spring 2025

Approved by, Date: Academic Committee, 11/21/23; Approved by SDS Faculty 12/8/23, Approved by SDS Dean 12/8/23

Supersedes (previous policy date): N/A