

1. OVERVIEW

The *Modified Instructional Duties for Significant Life Events (MID)* is a discretionary benefit, not an entitlement. MID is designed to provide flexibility in teaching obligations of eligible faculty members who experience a significant life event. These significant life events include serious personal illness, caring for a newborn infant or a newly adopted infant or child, pregnancy complications, and/or illness or injury to one's immediate family members. This guideline is also designed to protect the university's investment in its faculty and to prevent disruption for students, administrators, and faculty when faculty members experience significant life events.

2. ELIGIBILITY

The MID applies to tenured faculty members, tenure-track faculty members, and non-tenure track faculty members with continuing employment status who have nine-month or twelve-month appointments and who have been employed full-time for no less than one full academic calendar year. MID can be requested for care of a newborn infant or newly adopted infant or child, and/or for pregnancy complications. When MID is used in these cases, the application must occur within one year before or after the date of birth or adoption. MID can also be requested for care of an immediate family member; the faculty member must be the principal caregiver or be required to care for, or assist, an immediate family member. The following persons are considered immediate family members in this policy:

- Minor children related by kinship, adoption, or marriage;
- A child for whom the faculty member is legal guardian by court appointment;
- Foster children who reside in the faculty member's household and are under the conservatorship of the Texas Department of Family and Protective Services;
- Individuals who reside in the faculty member's household and are related by kinship, adoption, or marriage; or
- A parent of the faculty member.

3. APPLICATION REQUIREMENTS

To apply, the faculty member shall complete the MID application and submit to their department chair (or equivalent immediate supervisor). The request shall be submitted as far

in advance as possible prior to the semester in which the leave may be needed in order to accommodate the instructional needs of the department and the schedules of other involved faculty.

4. APPLICATION REVIEW

The department chair to whom the application is submitted shall review the request to determine the faculty member's eligibility. The eligibility decision shall be based upon the faculty member meeting the eligibility requirements set forth in section 2, as well as the needs of the department.

If there is a lack of mutual agreement in the MID requested, faculty or department chairs may appeal to the dean to consider the requested application.

Within fourteen (14) calendar days of receipt of the request, the department chair shall review and submit the application with their recommendation to the dean, followed by the Office of the Provost. Upon final review, the Provost and Sr. Vice President for Academic Affairs (hereinafter Provost) or the Provost's designee will communicate the decision to the dean, as well as to department chair or immediate supervisor who will be responsible for communicating the decision to the faculty member within three (3) business days. The decision of the Provost is final.

5. PERIOD OF MODIFICATION

MID shall run for a period of typically one full semester (fall or spring). Faculty may request a renewal for one additional semester of MID for the same event (see section 2 for eligible events) to run consecutively with the first request for a total of two consecutive semesters of MID per event. Faculty are required to submit a separate application for each semester requested.

6. SCOPE OF MODIFICATION

The MID policy allows:

6.01 Modification of workload.

- a. **Tenured or tenure-track faculty** members may request one of the two following options:

- (1) A faculty member may request a full exemption (i.e., release from all teaching during the semester). To replace the classes not taught during the chosen

semester, the faculty member may replace the normal classroom responsibilities with alternative workload that would contribute to the university's instructional program. When submitting the application, the faculty member will include a description of the alternative workload, including a detailed description of the results to be obtained and a method for evaluation of the work done. The application, including the description of the alternative workload, must be reviewed and approved by the chair, and dean prior to submitting the request to the Office of the Provost for consideration.

(2) A faculty member may request partial teaching replacement (i.e., release from a portion of teaching responsibilities) or format delivery change, such as replacement of face-to-face teaching assignments with hybrid or online teaching assignments and/or additional administrative or service assignments that may be completed remotely.

b. **Non-tenure track faculty** members may request the replacement of face-to-face teaching assignments with hybrid or online teaching assignments and/or additional administrative or service assignments that may be completed remotely.

6.02 **Extension of Tenure Probationary Period.** For faculty members on the tenure track, an approved request for MID may include a request for a one-year extension of the tenure probationary period per event in consonance with Texas State University System rules and regulations. Participation in MID is without prejudice to performance reviews or decisions on promotion or tenure.

6.03 **Benefit Continuance.** Compensation and benefits of the faculty member do not change, because a faculty member is on MID.

7. COMBINATION WITH FMLA

MID may run concurrently with Family and Medical Leave Act (FMLA) when a faculty member's situation requires intermittent absences as outlined in policy HR-04.

APPROVED: _____ < signed > _____
Alisa White, PhD, President

DATE: _____ 6/01/2022 _____

CERTIFICATION STATEMENT

This academic policy statement (APS) has been approved by the reviewer listed below and represents SHSU's Division of Academic Affairs' policy from the date of this document until superseded.

Original: May 5, 2021
Reviewer: Academic Affairs Council

Review Cycle: Five years*
Review Date: Spring 2026

Approved: < signed >
 Michael T. Stephenson, Ph.D.
 Provost and Sr. Vice President
 for Academic Affairs

Date: 5/31/2022

*Effective January 2018, Academic Policy Statements will be reviewed on a rotating 5-year schedule. To transition to a distributed review load, some policies may be reviewed prior to the 5-year timeframe, with subsequent reviews transitioning to the 5-year schedule.