



Modified Instructional Duties for Significant Life Events - Application

Requestor's Information

Name (last, first, initial)

SAM ID

Department/School

SHSU Email

Supervisor's Name

Phone

Supervisor's Phone

Mailing Address

Supervisor's SHSU Email

Eligibility Requirements (this section for completion by Requestor)

Date of employment:

Present Rank:

Faculty status:

Tenured Sam Houston State University

Tenure-track Academic Policy Statement 210505

Non-tenure track March 16, 2022

Modified Instructional Duties for Significant Life Events - APPLICATION

Semester requested:

Is this request for a consecutive-semester renewal?

Scope of request:

Tenured or Tenure-track* *(Please also submit, via separate email, a detailed alternative workload description.)*

Full exemption *[see also §6.01.a(1)]*

Partial replacement *[see also §6.01.a(2)]*

Non-tenure track *(Please also submit, via separate email, details for requested teaching replacements and/or other administrative assignments.)*

Replace teaching assignments with hybrid or online

Other administrative assignments, to be completed remotely

I am also seeking relief through SHSU Human Resources policy [HR-04, Employee Leaves](#).

By my signature below, I acknowledge and certify that:

(1) I have been continuously employed full-time for no less than one full academic year prior to the requested start date/semester (of the first semester, if multiple semesters are requested).

(2) This request is to accommodate a significant life event as outlined in [APS 210505, Modified Instructional Duties for Significant Life Events](#), and is within the allowable time frame also outlined in the same policy statement.

*(3) Should I also request a one-year extension of the tenure probationary period during the time requested in this MID application (reference §6.02), it is my responsibility to provide appropriate documentation to demonstrate sufficiently why the request should be granted, ***separately from but attached to this application***. This is in accordance with both TSUS Rules and Regulations and SHSU [APS 900417, Faculty Reappointment, Tenure, and Promotion of Tenured and Tenure-Track Faculty, Section 4.07, Suspension of the Probationary Period](#).

Requestor's Acknowledgment & Signature

Date

Eligibility and Routing (this section for routing, action, signature, and date only)

Approved _____
Not Approved Department Chair/School Director Date

Approved _____
Not Approved College Dean Date

Eligible _____
Not Eligible AA Faculty Reporting & Records Representative Date

Approved _____
Not Approved Provost & Senior Vice President for Academic Affairs Date