

Virginia Tech Modified Duties Request

revised 7/14/09, Office of the Senior Vice President and Provost

The university recognizes the need for all tenured, tenure track, and continued appointment track faculty members to balance the commitments of family and work. Special family circumstances, for example, birth or adoption of a child, severe illness of an immediate family member, or even issues of personal health, can cause substantial alterations to one's daily routine, thus creating a need to construct a modified workload and flexible schedule for a period of time. Documentation of medical issues other than childbirth is required and should be submitted with this request. (See section 2.16.9 of the *Faculty Handbook* for eligibility and guideline information.)

Faculty Member:

Department:

Requested period of modified duties:

Please attach a plan of proposed activities, developed in consultation with the department head and the dean.

Reason(s) for modified duties (you may attach a narrative):

Funding requested by Department Head to support this request:

Amount (up to \$10,000 from Provost; departments and colleges may need to supplement):

Proposed use of funds:

Amount approved by Provost:

Faculty Member's Signature

Date

Approved

Not Approved

Department Head

Date

Approved

Not Approved

Dean

Date

Approved

Not Approved

Senior Vice President and Provost

Date

If the department head does not support this request, the reasons for denial shall be provided in writing, and the request automatically forwarded to the dean for further review. If the dean does not support this request, the reasons for denial shall be provided in writing, and the request automatically forwarded to the provost for further review.