



**WEST LIBERTY UNIVERSITY**  
**BOARD OF GOVERNORS POLICY #59**  
**Modified Duties for Certain Full-Time Faculty**  
**Extension of Tenure Clock**

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**Approval Date:** August 19, 2020

**Effective Date:** August 19, 2020

**Revision History:**

**President's Signature:** On file

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### **SECTION 1: Purpose and Scope**

- 1.1. This Rule sets forth the circumstances under which a Faculty Member's assigned duties may be modified and the process to request a short-term modification of assigned duties.
- 1.2. This Rule applies to all Full-time Faculty Members (tenured, tenure-track, and non-tenure-track faculty) on 9-, 10-, or 11- month contracts who do not accrue sick or annual leave at West Liberty University.
- 1.3 This Rule is not intended to cover situations involving disability, reassigned time for scholarly or administrative duties, or changes from full-time to part-time status.

### **SECTION 2: Modification of Duties**

- 2.1 As appropriate, the Provost may modify the assigned duties of Full-time Faculty Members to achieve the University's objectives.
- 2.2 A Personal Life Situation may arise that could cause a Full-time Faculty Member to request a modification of assigned duties. A Full-time Faculty Member may request a modification of assigned duties for one semester with no reduction in salary or benefits.
  - 2.2.1 In such situations, the modified duties are proposed by the Faculty Member, reviewed by the chairperson and the dean, and approved by the Provost.

### **SECTION 3: Requesting Modification of Duties**

- 3.1 To initiate the modified duties request, a Faculty Member shall consult with their department chair and complete the Request for Modified Duties form. All such requests must include documentation to substantiate the necessity of the modified duties.
- 3.2 Chair Approval: Upon approval, the chair will send the request to the dean; If the chair does not support the request, the reasons for denial shall be provided in writing, and the request automatically forwarded to the dean for further review.



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- 3.3 Dean Approval: Upon approval, the dean will send the request to the Provost for final approval. If the dean does not support the request, the reasons for denial shall be provided in writing, and the request automatically forwarded to the Provost for further review.
- 3.4 Provost Approval: The Provost has final approval. A Faculty member whose request for Modified Duties is denied may appeal one time to the Provost, in writing, by providing additional information and/or justification. However, the decision of the Provost is final.
- 3.5 Faculty Members who receive a modification of duties typically are responsible for scholarly work, student advising, research and other professional service, as appropriate and in keeping with reasonable expectations for flexibility, for the period in which the faculty member is given a release from traditional teaching. The workload will represent a full-time equivalent assignment.

**SECTION 4: Extension of Tenure Track**

- 4.1 The Provost shall implement a process for Faculty Members to request a Tenure-Track Period extension for a Personal Life Situation. At a minimum, such requests must be made within one year of the qualifying event using a form available from the Provost. Requests will be reviewed and commented upon by the Faculty Member's chair and dean and acted upon by the Provost.
- 4.2 A Faculty Member who has been granted an extension may request that he or she be reviewed for tenure in advance of their extended Critical Year. Such a request must be made in writing and approved by the Provost.
- 4.2.1 If tenure is denied subsequent to such request and approval, the Faculty Member will be provided with a terminal contract for one year notwithstanding that the full period of the extension has not yet passed.
- 4.3 An extension of the Tenure Track Period in no way limits the right of the University to terminate a Tenure Track appointment prior to a Faculty Member's Critical Year, should circumstances warrant such action.

**SECTION 5: Definitions**

- 5.1 "Critical Year" means the penultimate year of the tenure-track period, which typically is the sixth year.
- 5.2 "Faculty" is defined in WLU BOG Policy 25. Effective: August 23, 2017.
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- 5.3 “Faculty Member” means an individual member of the Faculty.
- 5.4 “Full-time” means a 1.0 full-time equivalent position.
- 5.5 “Personal Life Situation” means a personal situation, as determined by the Provost, that has, or will likely have, significant impact on a Faculty Member’s productivity including, but not limited to, new parental responsibilities, caring for a parent, responding to serious illness of the Faculty Member or someone in their immediate family, or some other extenuating circumstance.
- 5.6 “Provost” shall mean the Provost of West Liberty University or the Provost’s designee.

**SECTION 6: Delegation**

- 6.1 The Board of Governors delegates to the Provost the authority to adopt additional academic affairs internal policies and procedures to effectuate the implementation of this Board of Governors Rule or in furtherance of any other authority that the Board of Governors has specifically delegated to the President pursuant to this Rule. Any actions taken pursuant to this delegation must be consistent with the guidelines provided by this Rule.

**SECTION 7: Authority**

- 7.1 W. Va. Code § 18B-1-6 and § 18B-8-7.