

CFA Final Recommendation on the Modification of Teaching Duties Policy

Attachments: the original “Modification of Teaching Duties Policy” and a completely revised version written by CFA. The changes were so numerous that the MS Word track changes version was difficult to read. Evaluators should compare the original policy to the “Modification of Teaching Duties Policy CFA Revision Jan 2020.docx”.

Background: In September 2018, Steering charged CFA with reviewing the current [Modification of Teaching Duties Policy](#). According to TCNJ Policy Framework, all campus policies should be reviewed every five years, and this policy was last reviewed in 2013.

Charge: Steering asked CFA “to carefully consider the current language of the policy and recommend language to ensure that the policy is clear.” Steering also asked that “if CFA deems that substantive changes to the policy are necessary, it should develop a preliminary recommendation and seek testimony from the entire faculty.” CFA should seek input from the Office of General Counsel, Human Resources, Faculty Senate, the Council of Deans, and Academic Leaders as well as other individuals and offices deemed appropriate by CFA.

Policy Review:

CFA has reviewed the policy and noted some changes that would improve it. CFA received input from the Office of General Counsel, Human Resources, Faculty Senate, the Council of Deans, and Faculty. The consultation with these stakeholders revealed that the current Modification of Teaching Duties policy was inadequate.

Final Recommendation on the Modification of Teaching Duties Policy:

Based on the testimony gathered during the Preliminary Policy Review stage, CFA determined that the entire policy needed to be revised. CFA authored a revised policy and collected campus testimony from a faculty senate meeting and via an electronic survey in November of 2019. The revised policy contains extensive revisions that are too numerous to itemize. Below are some general points that were addressed in the revised policy.

1. Links to related documents and identification of qualifying life events was added to the top section of the policy. These documents and links provide information to help determine who is eligible for a Modification of Teaching Duties agreement.
2. The procedures for defining a modification of duties was clarified. The policy was revised to specify that modified work assignments should reflect time equivalency, the timeframe for completing the modified work assignment, and should allow for flexibility based on the faculty member’s circumstances. Insurance of time equivalency and flexibility in the timeframe is fair to both the program or unit and the faculty member.
3. The policy was revised to specify that the dean should keep a written record of the modified work assignment to ensure consistency across faculty members’ modified work

assignments. This would help ensure that faculty from different departments are treated equitably.