WHEREAS, the UIS Faculty Personnel Policies provides no guidelines or procedures for addressing full-time tenured and tenure-track faculty who wish to have their duties reallocated for a period of eight weeks or more but who do not qualify for, or have not requested, a leave of absence or Family and Medical Leave Act leave, or other leave; and

WHEREAS, specific guidelines would best serve the needs of faculty, departments, colleges, and the University, and are the legitimate concern of each;

THEREFORE, BE IT RESOLVED that the Campus Senate of the University of Illinois at Springfield approves the following revisions to Article 9 of the UIS Faculty Personnel Policies:

ARTICLE 9

PROFESSIONAL RESPONSIBILITIES

Section 9. Request for Reallocation of Duties

Full time tenured and tenure-track faculty at UIS are generally expected to contribute to their department, college, and the campus through teaching, advising, service, scholarship, and engagement in the campus community. In the event that full time
Tenured and tenure-track faculty are unable to fully meet any of these the expectations outlined in the personnel policies for a period of eight weeks or more, but have not been granted a leave of absence, Family and Medical Leave Act leave, or other approved leave, the following procedures shall apply. The faculty member shall submit to the Dean a written request for reallocation of duties that includes the nature of the reallocation and the specific period for which it is requested. The request shall be accompanied by a letter of recommendation from the Department that includes the results of a Departmental vote. Requests and letters of recommendation shall include an analysis of the impact of the reallocation on departmental functions. After considering the Departmental recommendation, the Dean shall submit a recommendation to the Provost for approval. Approvals may last no more than one academic year, but may extend beyond such time with a renewed request that follows the above process and is submitted at least three months prior to the start of the semester for which the renewal is requested.