

October 15, 2011

Sam Shepherd, Ph.D
Chairperson, Department of Architecture

Dear Sam,

I am currently pregnant and my delivery date is March 21, 2012. I am applying for maternity leave for the Spring Semester of 2012. According the university policy, I may take a semester's leave from my teaching duties - ARC157, ARC238, and ARC331L. Currently, I have 12 weeks of accrued pay which I would like to apply to the leave. I understand that additionally I will have to complete 4 weeks or ¼ of a semester's workload of "modified duties" to fill the semester requirement. Following our discussion last week, here is a description of the duties I will perform in order to satisfy this final requirement for my maternity leave.

Plan for Modified Duties for Mary Miller to be completed by May 1, 2013

1. Revise the Curriculum for ARC157 to include 6 weeks of the 3-D capabilities of the ArchitecturalDesign v. 14 software. This curriculum will be submitted for review by April 15, 2007, and it will be finalized by May 2013.
2. Write training software for WebCT that will quickly train students to use the new features. The software will be completed by the end of Winter Semester.
3. Conduct three training sessions for the faculty so that they are familiar and comfortable with this newest version of the software by the end of Winter Semester.
4. Prepare handouts for both students and faculty to facilitate the transition from the previous one-dimensional version to the current three-dimensional one.
5. Continue Committee work for:
Phi Beta Kappa Application Committee
Marianists for Peace
Architectural Curriculum Review for Program Accreditation
6. Research and write an article for Architectural Education Today on the use of Universal Design for low-income housing.

I will exercise the provision of the policy relating to stopping my tenure clock. My current tenure review date is Fall 2015 with eligibility for tenure in 2016. Under this agreement, my final tenure review will take place in the Fall of 2016 and I will be eligible for tenure in the 2017-18 academic year.

I approve the Modified Duties Agreement above.

Mary Miller Date

Sam Shepherd, Chair Date

Michelle Wright, Dean Date