

May 15, 2014

Modified Duties Agreement for Sarah Connolly

Sarah is a returning Lecturer. She is pregnant with an expected delivery date of October 30, 2014. She is applying for maternity leave for the Fall Semester of 2014. She has 8 weeks of accrued pay to apply to the leave. The plan below describes the equivalent of 8 weeks or 1/2 of a semester's workload of "modified duties" to fill the semester requirement.

Plan for Modified Duties for Sarah Connolly

- 1) Sarah will teach two courses of her normal four-course load. She will teach the courses in a hybrid format. Sarah will meet the students during the first part of the semester. The student research teams will be formed and their project proposals will be submitted and approved by October 15. Students will carry out their research and provide weekly updates to Sarah via email thru November 30. Sarah will advise and direct students as they carry out their projects. Students will give 20 minute presentations during the final week of class. If Sarah cannot be present for those classes, another faculty member will attend and presentations will be videotaped or Skyped. Final papers are due on the last day of class. These instructions will be clearly described on the course syllabus handed out in August.
- 2) Continue serving as advisor to department student organizations
 - a. Schedule and coordinate community site visit for the term
 - b. Schedule and publicize the three guest speakers that address the organization

Thank you.

I approve the Modified Duties Agreement above.

Sarah Connolly Date

Michelle Webster Date

Seamus Rodgers, Dean Date