

September 15, 2011

Modified Duties Agreement for Nancy Nightingale

Nancy is pregnant with an expected delivery date of February 4, 2012. She is applying for maternity leave for the Spring Semester of 2012. She has 12 weeks of accrued pay to apply to the leave. The plan below describes 4 weeks or ¼ of a semester's workload of "modified duties" to fill the semester requirement.

**Plan for Modified Duties for Susan Smith to be completed by May 15, 2012**

- 1) Design a survey to be sent to past graduates about what was effective and what was not effective about their training in our nursing program. This project will be completed by the beginning of the Fall Semester, 2012. This will involve:
  - a) writing the survey and getting input from the faculty.
  - b) Work with the Alumni Office to gather current addresses of alums who graduated in 1990, 1995, 2000, 2005 and 2010 in the alumni office.
  - c) finalizing and mailing the survey.
  - d) compiling the results.
  - e) writing a report on the findings that will focus on changes that we might consider making in our training curriculum.
  
- 2) Continue research for two articles involving nursing ethics that will be submitted to *Nursing Education Today* by July 1.
  
- 3) Continue committee work for:
  - a) Campus Habitat for Humanity – Faculty Advisor
  - b) Committee to Recruit Minority Students for Nursing
  - c) Budget Committee for Nursing Education Department

I understand that I will return to my regular set of professional expectations on August 16, 2012. Thank you.

I approve the Modified Duties Agreement above.

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Susan Smith Date

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Nancy Nightingale, Chair Date

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Michael Morris, Dean Date