Modified Instructional Duties (MID)

General information

Full-time faculty members may request modified instructional duties (MID) for one long session semester (i.e. fall or spring) when certain personal circumstances prevent them from being able to perform their classroom teaching duties, and when such modifications are found to be in the interest of the University's instructional programs. MID is not a leave, does not stop the probationary clock, and modifies the faculty member's normal classroom teaching duties with non-instructional work as outlined in HOP 2-2240 Modified Instructional Duties.

*This policy is not intended to apply to situations where use of sick leave is appropriate.*

Where justified, a tenure-track faculty member may make a separate request for an extension of the probationary period.

Process

1) Faculty member writes a request to his or her chair.

2) Chair will forward the request along with an accompanying memo of support to the Dean with a cc to the Office of the Dean EA.

3) Dean then sends the Provost a memo of support along with the Chair's letter and the requesting faculty's original letter.

4) Provost replies to the Dean, and the Dean notifies the department of the decision whether to grant the MID.

Resources

- EVPP: Modified Instructional Duties
- HOP 2-2240: Modified Instructional Duties

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