Full-time faculty assignments during the semester of Paid Parental Leave

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During the semester of Paid Parental Leave (PPL), faculty must engage in reasonable and substantive full-time activity for the period before and/or after the authorized leave if that time falls within the fall or spring semester. Faculty will confer with their department chair, who, in turn, will confer with the dean’s office, in order to determine a viable assignment that contributes to the department, school, and college mission in research, teaching, and/or service. Faculty who assume administrative duties should keep a running narrative (periodic entries) of their activities and accomplishments, and they should maintain a file containing work product or artifacts of those activities. Within 30 days of the semester of PPL, faculty must also submit to the Director of Academic Personnel, Office of the Provost, and copy the department chair and school dean, a brief report on activities undertaken during the period of full-time alternative assignment.

Some examples of full-time assignments and tangible work product include but are not limited to

1) Research
   a. Revising and resubmitting a paper for publication.
      Work product includes: correspondence with editor/publisher and/or co-authors, copies of originally submitted work, drafts, and resubmitted work.
   b. Finishing and submitting a conference paper, a peer-reviewed paper, or an invited chapter.
      Work product includes: correspondence with editor/publisher/conference session chair, drafts of work and submitted final work.
   c. Data collection for a research project.
      Work product includes: data itself and any assessment of that data, as well as some clear delineation of the project.
   d. Service to the profession as an editor or blind reviewer of journal articles, book chapters, or book manuscripts.
      Work product includes: reader reviews and reports submitted.
   e. Finishing and submitting a grant or fellowship proposal.
      Work product includes: submitted proposal and documentation of submission.

2) Teaching
   a. An appropriate teaching assignment for a part of the semester.
      Work product includes: syllabus and samples of instructional materials.
   b. Development or significant revision of an online, hybrid, or other substantial course.
Work product includes: original versions of adapted or newly-developed elements of such courses; drafts and final revisions.

c. Assessment.
   Work product includes: drafts and final versions of assessment tools developed.

d. Curating/editing a common final exam for a course.
   Work product includes: drafts and final versions of exam.

e. Creating pedagogical materials for a course.
   Work product includes: drafts and final versions of new pedagogical materials.

f. Tutoring students.
   Work product includes: time/date/place and subjects tutored for all tutoring of students.

g. Engaging in adjunct observations and conferences, and completing subsequent reports.
   Work product includes: redacted versions of observations and reports; redacted record of conferences (date/time/place).

3) Service

   a. Advising students, while maintaining record of contacts.
      Work product includes: record of conferences (date/time/place and subject of discussion).

   b. Chairing or assuming a leadership role in a departmental task force or special committee.
      Work product includes: record of charge and of task force or committee meetings (date/time/place and subject of discussion); final report of committee or task force.

   c. Organizing, supporting, or creating a college, school, or department symposium or speaker series.
      Work product includes: planning documents and program for the series.