

## **Steps for Requesting an Alternative Work Assignment**

1. Eligible faculty who want to pursue an Alternative Work Assignment first meet with their department chair to discuss the need for an Alternative Work Assignment and what options would work best for the faculty member and the department.
2. After meeting with the department chair the faculty member will draft a written request for the Alternative Work Assignment. The request shall include a brief description for the need for the alternative assignment (i.e. birth of a child, adoption, care for a family member, etc.), the start and end date of the assignment as well as the professional work that will be completed during the length of the assignment. Normally alternative work assignments are for a period of several weeks or a semester.
3. The faculty member will send the request to the department chair and Dean for review.
4. The department chair will review and make a recommendation to Faculty Affairs.
5. Faculty Affairs will review and make a decision. Notification of decision will be sent to the faculty member and department chair.