

University of Maine
Request for Alternatives-to-Teaching Duties Following the Birth or Adoption of a Child

All tenure-track and tenured faculty, who have substantial responsibility for the care of a newborn child or a child placed for adoption or foster care, are eligible for one semester of alternative-to-teaching duties. These alternatives are intended to substitute for the faculty member's full teaching load. Eligibility shall normally extend from 3 months prior to 12 months following the birth or placement and shall be concluded within 12 months following the birth or placement. Normal salary payments will continue during this period. No faculty member will be penalized for making use of this policy. Further details about this policy are available at [here](#). Information about tenure track clock stoppage is available [here](#).

Expectations for the individual requesting alternative-to-teaching duties:

- a) Inform her or his department chair and consult with the chair alternative-to-teaching duties
- b) File a plan outlining alternative duties to be performed and file a copy with the department chair upon completion of these duties
- c) Submit the plan and this form to the department chair

Name: _____ Department: _____
Title: _____ Tenure Status: _____
Semester and year of alternative teaching duties: _____

Faculty Member Signature Date

How will the faculty member's course(s) be handled during the semester of alternative-to-teaching duties? Check all that apply:

- ☐ Course(s) have been cancelled or will be taught in a different semester.
- ☐ Course(s) reassigned to other faculty as part of their normal load within the department.
- ☐ Course(s) will be taught by adjunct faculty.
- ☐ Course(s) will be taught by department faculty as an overload.

I have received the above request and plan from the above named faculty member. As required by this policy, I am transmitting this request to the Provost via the appropriate academic dean(s).

Department Chair/School Director Signature Date

The cost for one course if taught as an overload or by an adjunct, will be funded by the Provost's Office. The funding provided by the Provost's Office will be based on the applicable minimum overload schedule. The cost for covering any other course or courses will be covered by the faculty member's department or college.

Faculty Member Hired/Assigned Overload Teaching Responsibility, if applicable.

Name _____ Rank _____

Course # and Section _____

Rate of Pay _____ (based on the applicable minimum overload schedule)

Department Chair/School Director Signature Date

Dean Signature Date

Provost Office (Approval for Funding) Date