### Basics

**Eligibility:** A faculty member must have a full time (100%) 12-month appointment and be responsible for at least 50% or more of the care of the child. The eligibility for a period of active service-modified duties shall normally extend from 3 months before to 12 months after the birth of a newborn or the placement of a child for adoption or foster care.

**Planning Active Service – Modified Duties (ASMD)** The faculty member is required to complete a request in ADVANCE. The terms should be discussed, outlined, and agreed upon with their supervisor and chair prior to requesting it in ADVANCE.

**Approvals:** After the request has been submitted in ADVANCE, the request is reviewed for approval by the department chair, the dean or designee, and the vice provost for academic affairs.

**Academic Generalist role:** Verifies candidate submission and facilitates chair review at the Shared Services level in Advance.

**Academic Affairs Specialist role:** Verifies generalist submission and facilitates v/a dean / vpaa review at the Specialty Center level in Advance.

### Managing ASMD Requests: Academic Generalist

- **Once a candidate submits an ASMD request**, an automated email notification will be sent to the academic personnel contact and academic personnel manager assigned to the candidate’s home department in Advance.
  - It may be necessary to forward the notification to another academic generalist, as appropriate.
- **The generalist should review the request** for completeness.
- **If the ASMD request is deficient**, the generalist can:
  - Return the request to the candidate for correction via the ‘Enable Candidate to edit this Active Service-Modified Duties Request’ checkbox.
- **If the request is ready**, the generalist should certify the request via the ‘I certify this…’ checkbox.

### Viewing the Active Service – Modified Duties Request

- From the Overview page:
  - Click on Academic Requests link to view active requests.
  - On the Type column click on the Active Service-Modified Duties hyperlink to view the request.

- From the Candidate Mgmt page:
  - After searching for the faculty member, click on the Requests tab, find and click on the Active Service-Modified Duties request.
**Active Service – Modified Duties**
(for APAs)

- If the chair approves the request:
  - The generalist will receive an automated email notification.
  - If necessary, the generalist may decertify the Chair’s approval.

- Once approved, the generalist **routes the request** to the Specialty Center level:
  - Click on the **Manage Request link**;
  - Click on the **Save button** on Manage Request page.

**Managing ASMD Requests: Academic Affairs Specialist**

- Once an ASMD request has been routed to the Specialty Center level in Advance, an automated email notification will be sent to all of the academic affairs specialists.
  - The specialist assigned to the candidate’s home department should process the request.
- The specialist should **review the request** for completeness.
- **If the request is deficient**, the specialist can:
  - Make corrections to the date fields
  - Contact the generalist to provide documentation offline
  - Route the request back to Shared Services level in Advance for correction:
    - Click on the **Manage Request link**
    - Click on the **Save button** on Manage Request page

- If the request is ready, the specialist may proceed to **add the v/a dean** to review the request via the following steps:
  - Click on **Approver List link**;
  - Click on **Select Approver button**;
  - **Select v/a dean** and click the Add button;
  - Click on **Send button** next to **v/a dean** on Approver List.

- If the **v/a dean sends back** the request for more information:
  - The specialist receives an automated email notification with dean remarks.
  - The specialist may use the options listed above to address deficiencies.
  - When ready, the specialist can return the request to the v/a dean by recertifying the request and clicking the Send button.

- If the **v/a dean approves** the request:
  - The specialist will receive an automated email notification.
  - If necessary, specialist may decertify the v/a dean’s approval.
  - Once approved by the v/a dean, the specialist follows the **same approval process with the vpaa**.

- Once approved by the vpaa, the specialist will click on the **Manage Request link** and click the “Approval Notification” button to generate an email to the candidate and others who have reviewed the request.

- When the end date has passed, close the ASMD Request by clicking the “Complete and close this request” box and press Save.

**Report**: The ASMD Report can be found by clicking the Reports link in Advance.