

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.

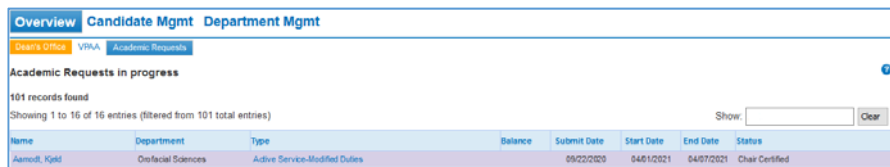
Academic Generalist role: Verifies candidate submission and facilitates chair review at the Shared Services level in Advance.

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

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.

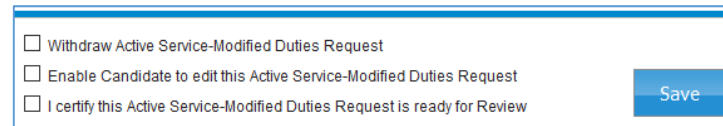


From the Candidate Mgmt page:

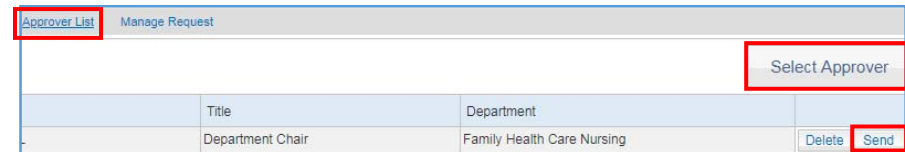
- After searching for the faculty member, click on the Requests tab, find and click on the Active Service-Modified Duties request.

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.

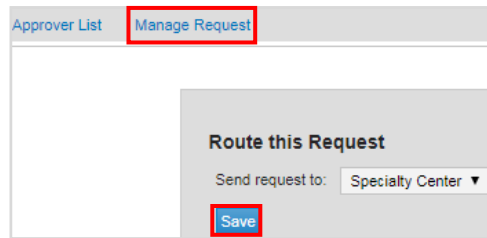


- The generalist may proceed to **add the chair** to review the request via the following steps:
 - Click on **Approver List** link;
 - Click on **Select Approver** button;
 - **Select chair** and click Add button;
 - Click on **Send** button next to Chair on Approver List to send e-mail notification



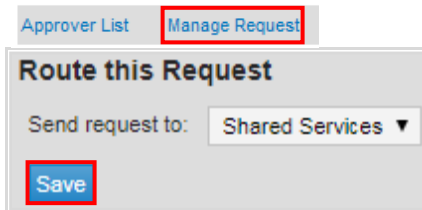
- **If the chair sends back** the ASMD request for more information:
 - The generalist receives an automated email notification with chair remarks.
 - The generalist may use the options listed above to address deficiencies.
 - When ready, the generalist can return the request to the chair by recertifying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

- 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.

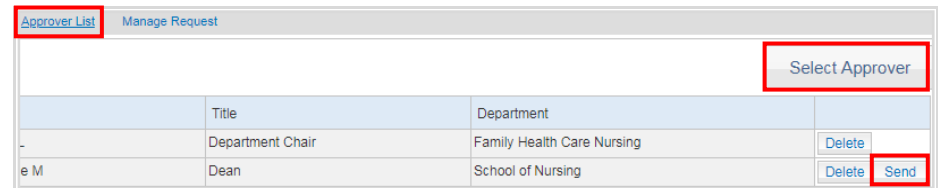


Managing ASMD Requests: Academic Affairs Specialist

- 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.