

**Application form, Interim COVID-Related Dependent Care Modified Duties**

*Please use this form to apply for Interim COVID-Related Dependent Care Modified Duties. When you have completed the form, please email it to your Chair, copying your Dean and APO at [appolicy@berkeley.edu](mailto:appolicy@berkeley.edu)*

Name \_\_\_\_\_

Department \_\_\_\_\_

Title (specify step) \_\_\_\_\_

Please list below the dependents (which can include adult dependents) for whom you provide 50% or more of their care.

Please describe how your work has been affected by your status as a caregiver in the pandemic. In granting modifications, chairs and deans will be giving priority to junior faculty; if you are an Assistant or Associate Professor, please include a discussion of how being a dependent caregiver in the pandemic has affected your career trajectory in particular.

To maximize your department's ability to provide you modified duties, please use the space below to specify what form you would like your modified duties to occur in (please refer to the attached list for possible modifications). Please specify more than one option (and your order of preference), and in which academic terms you'd like to take them.

## Possible Modifications to Duties

### Service modifications

- A. Relief from or reduction of departmental and campus-level service obligations, with the understanding that, in future merit and promotion reviews, the resulting lessening of service contributions will not be penalized.
- B. Allow existing service obligations to be completed on a schedule that works for the faculty member or to permit the substitution of such service obligations for those that must be done a specific schedule (*e.g.*, allow people to substitute from service that requires attending scheduled meetings).
- C. Provide support from student workers for department committees whose faculty members have dependent-care obligations (assuming no protected/confidential information is handled).

### Teaching modifications

- D. A reduction in the range of classes taught (*e.g.*, permitting a faculty member to teach only courses already taught, rather than assigning them a course requiring a new preparation; permitting faculty to teach a different balance of undergraduate and graduate student courses than usual; permitting faculty to teach multiple concurrent sections of the same course rather than expecting two different courses in a given semester).
- E. Permit greater "cashing in" of teaching-point surpluses than departmental policy permits (for units that use point systems to track teaching obligations).
- F. Permit more teaching buyout from grants or other suitable funds than departmental policy permits.
- G. A request for specific hours/days of the week when classes take place.
- H. Change in the semester a course or courses are taught (for example, teaching a course planned for the spring in the fall instead of the spring).
- I. Scheduling guest lectures by faculty emeriti or other faculty colleagues (note: any guest lectures are voluntary by guest lecturer and will not be compensate).
- J. Teaching support provided by a paid reader (for example, a single reader at 20% providing some amount of support to multiple faculty).
- K. Assign a student worker under guidance of instructional technologists to support instruction (*e.g.*, a student worker with bCourses designer privileges).

**Please note:** COVID-related Dependent Care Modified Duties are **not** a leave of absence. Faculty remain on full pay status and in full-time service to the University. Effort that would normally be directed to teaching and service is redirected to research and professional activities during a period of COVID-related Dependent Care Modified Duties. If you need to reduce your overall time, please consult with your department chair or school dean about options for leaves of absence.