MEMO

To: Professor Tom Bever

From: Natasha Warner (Linguistics Department Head)

Re: Temporary alternative duties for medical reasons

Date: 8/2/16

You have informed me that you will need to have several medical procedures performed during the upcoming few months. You have discussed with me that none of these is life-threatening, but that in total, all the various procedures will make it difficult or impossible for you to perform your normal job duties during the Fall 2016 semester. In particular, it will probably be impossible for you to meet classes for normally scheduled teaching during Fall.

In order for you to continue to do your job well in the future, it is important for you to have a more flexible work schedule during the Fall 2016 semester. Therefore, I am assigning you an extra service load in place of the teaching you would normally do during Fall 2016. We have discussed the specific service tasks, both your ongoing ones and those constituting extra service during Fall 2016: work associated with Professor Noam Chomsky's extended visit for Spring 2017, work associated with a potential faculty recruitment situation (Marantz/Pylkkanen), chairing the graduate Recruitment Weekend (which happens during Spring 2017), and arranging for the donation and installation of "pavers" for two of our faculty in the Women's Plaza of Honor.

Since your normal Distribution of Effort is 40% teaching - 40% research - 20% teaching, with a 2:2 teaching load, this means that each course is counted as 10% of your effort over an academic year. Therefore, reducing your teaching load by the two classes you would have taught in Fall 2016 and replacing them with service changes your Distribution of Effort for the 2016-2017 academic year to 20% teaching - 40% research - 40% service. This means that your teaching load of two courses for Spring 2017 is unaffected by this temporary assignment of alternative duties. I will plan to discuss your medical situation with you later during Fall semester, to see whether any additional accommodations are necessary for Spring 2017 if the medical situation has not resolved.

As usual, the Department and I wish you the best in handling the medical situation. I hope to hear that all has gone well and that you are recovering well.

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Thomas Bever, Regents Professor Natasha Warner, Head