

Report of the Work-Life Faculty Advancement Subcommittee

Introduction

Consistent with the strategic vision of the University and the findings of the Year of the Faculty, this report sets out the recommendations of the Faculty Advancement Subcommittee. These recommendations are designed to promote faculty recruitment and retention, and to strengthen faculty excellence and advancement.

In spring 2006, the Work-Life Initiative Task Force began to focus on the following three priority areas: (1) faculty recruitment, retention, tenure, and promotion; (2) child and dependent care; and (3) flexible work options for staff. Subcommittees were formed in each of these areas; this report summarizes the work and recommendations from the first area of focus. In preparing these recommendations, the subcommittee drew upon published research and extensive formal and informal discussions with faculty and administrators across the University. In addition, the subcommittee relied on the following resources to inform its work (see appendices for more information):

- Benchmarking surveys of programs and policies at peer institutions
- An campus-wide on-line survey of Emory faculty, conducted during the spring 2007 semester
- Research and scholarship – both theoretical and empirical

In fall 2006, Work-Life Initiative co-chairs Rosemary Magee and Peter Barnes presented a summary of the Task Force's work to the University Senate. In early 2007, members of the Faculty Advancement Subcommittee met with Provost Earl Lewis and Senior Vice Provost Claire Sterk to present a draft version of this report and to discuss various points raised by the proposed recommendations. During that meeting, Provost Lewis expressed his view that successful policies would both support family-friendly values and foster an environment in which faculty could continue to achieve scholarly, teaching, and service excellence. The subcommittee believes that the recommendations contained in this report are faithful to both of these ideals. It should be noted that, in many cases, the subcommittee proposes to retain existing policies with little or no revision. Where excellent family-friendly policies already exist, the subcommittee recommends simply that the new Work-Life Resource Center ensure that they are easily accessible to interested faculty and that they be consistently and fairly applied.

Building on the excellent foundation of the work of the Faculty Life Course Committee of the University Senate and the report of the President's Commission on the Status of Women's Faculty Concerns Committee, this report contains six broad policy recommendations. Following each recommendation, where applicable, the subcommittee has proposed specific policy language to help implementation. The Discussion section elaborates upon the recommendations and, for ease of comparison, includes sidebar notations of current Emory policies as well as redline versions showing proposed changes.

Summary of Recommendations and Proposed Policies

- **Recommendation 1: In collaboration with Human Resources, Emory should establish a Work-Life Resource Center (WLRC) with a strong working relationship with the Office of the Provost, the Faculty Council’s Faculty Life Course Committee, and designated staff to support faculty work-life policies.¹ The Faculty Council’s Faculty Life Course Committee will advise the Provost, the WLRC, and interested faculty members on recruitment, tenure, promotion, and retention policies.**
 - 1.1 **Work-Life Faculty Liaison.** The Faculty Liaison will report to the Provost and advise the Work-Life Resource Center on matters having to do with faculty work-life issues and will provide information and support to incoming and existing faculty.
 - 1.2 **Nontenure-track Faculty Advisory Group.** Create an advisory group of nontenure-track faculty to explore additional work-life policies.

- **Recommendation 2: Expand the range of available tenure clock schedules available to Emory faculty to support retention and to encourage diversity and excellence. (See existing policy and redline version for reference).**
 - 2.1 **Tenure Clock.** A tenure-track faculty member who becomes the parent of a child by birth or adoption will automatically be granted a one-year extension of term by the Provost for each birth or adoption, upon notification by the dean. In keeping with current policy, additional extensions may be requested by the faculty member in unusual circumstances through the chair and dean.
 - 2.2 **Nontenure Appointments.** Any full-time regular (on multi-year appointment) member of the lecture-, research- or clinical-track who takes either a Maternity or Parental Leave of at least six weeks will automatically be granted an extension equivalent to one year of his or her current appointment (and, where relevant, the maximum time in that rank) by the Provost, upon notification by the dean. In keeping with current policy, additional extensions may be requested by the faculty member through the chair and dean.

- **Recommendation 3: Validate and strengthen existing maternity, parental and family leave policies for full-time regular faculty with the following implementation guidelines to provide consistent administration across academic units with appropriate levels of support. Under extraordinary circumstances, departments or units could seek one-time funding from the Provost’s Office. (See existing policy for reference.)**
 - 3.1 **Length and types of leave.** Consistent with practices at peer institutions, the leaves should apply as follows:
 - a. **Maternity leave:** In keeping with current medical guidelines, maternity leave must include, *at a minimum*, eight weeks in connection with the delivery (for example, two weeks before delivery and six weeks afterward). Such leave

¹ Note: Funding for the Center was approved in spring 2007. See draft organizational chart in report.

shall consist of full relief from teaching, administration, and research responsibilities. Given the nature of the academic calendar, relief from teaching responsibilities normally will include the entire semester (or its equivalent).

- b. Parental and family leave:** consistent with current policy, paid leave shall consist of full relief from teaching responsibilities for one semester (or its equivalent) to be granted to any faculty member with primary care-giving responsibility who bears or adopts a child or whose spouse or same-sex domestic partner bears or adopts a child.
- The faculty member will be expected to remain in residence and to continue departmental service and advising, as well as scholarly activities.
 - Birth mothers are eligible for both maternity and parental leave.
 - In addition, a faculty member who bears or adopts a child or whose spouse or same-sex domestic partner bears or adopts a child also may be granted, upon request, an *unpaid leave* of up to one semester or, where feasible, a half load for two semesters (or its equivalent), occurring within the first two years after the birth or adoption, for the purpose of the child's care.
 - Consistent with the Family Medical Leave Act, a member of the faculty may take a leave of absence to care for a seriously ill partner, parent (natural, foster, adoptive, stepparent, or legal guardian), or child (natural, adopted, foster, stepchild, or legal ward) who is under 18 years of age or, if older, is unable to care for him or herself because of serious illness. To the extent feasible, deans should be encouraged to provide paid leave to faculty facing family illness or crisis.
 - Develop a Transitional Support Program (TSP) for tenure-track faculty that supports release time and funding for research personnel in a faculty member's lab during a parental or family leave. The TSP would complement tenure clock extension.
 - Each school and division report to the Office of the Provost regarding current practices in alignment with this policy.

- **Recommendation 4:** The Faculty Work-Life Liaison should work with the Faculty Life Course Committee to examine the possibility of offering flexible work arrangements for faculty who are interested in part-time options.
- **Recommendation 5:** Establish a dual-career program for partner hires that includes internal (across divisions) and external (with area universities and corporations) networks that will be managed by the Work-Life Resource Center in collaboration with the Provost's Office.
- **Recommendation 6:** Each school and division shall report to the Office of the Provost annually regarding implementation of these policies, including specific instances in which requests under the policies have been granted or denied. Recognizing that there are departments and schools with distinctive issues, the Office of the Provost and the Work-Life Resource Center will work with each unit to develop appropriate implementation of these policies and programs.

Discussion

A review of current policies reveals that in many ways existing University policies are attentive to providing a strong work/life environment. The following proposals further develop these policies and are directed at improving the consistency of formal and informal policies and practices across schools.

I. Work-Life Resource Center

- **Recommendation 1:** In collaboration with Human Resources, Emory should establish a Work-Life Resource Center (WLRC) with a strong working relationship with the Office of the Provost, the Faculty Council's Faculty Life Course Committee, and designated staff to support faculty work-life policies (see footnote on page 2.) The Faculty Council's Faculty Life Course Committee will advise the Provost, the WLRC, and interested faculty members on recruitment, tenure, promotion, and retention policies.

Current Emory policy on tenure clock extension

A tenure-track faculty member may, under certain circumstances, receive a delay of the tenure review for a period not to exceed two years. Such circumstances may include among others, the birth or adoption of a child, responsibility for managing the illness or disability of a family member, or illness of the faculty member.

To obtain an extension of the probationary period the faculty member must make a written request showing that his or her ability to demonstrate his or her readiness for the grant of tenure has been substantially impaired.

The petition, if approved by the department chair and dean, shall be submitted to the Provost. For faculty in the Woodruff Health Sciences Center the petition must be approved by the Executive Vice President for Health Affairs before submission to the Provost. In the event that the petition is denied before being submitted to the Provost, the faculty member shall have the right to appeal directly to the Provost. The Provost, in consultation with the President, shall grant or deny the petition. The Provost will report regularly to the board of trustees on the numbers of extensions requested, the reasons advanced in support of each request and the grant or denial of each request.

(Approved by the Board of Trustees 4/13/00)

- 1.1 **Work-Life Faculty Liaison.** The Faculty Liaison will report to the Provost and advise the Work-Life Resource Center on matters having to do with faculty work-life issues and will provide information and support to incoming and existing faculty.
- 1.2 **Nontenure-track Faculty Advisory Group.** Create an advisory group of nontenure-track faculty to explore additional work-life policies.

Discussion

The Office of the Provost, in collaboration with the Work-Life Resource Center, should work to strengthen work-life policies and programs, and oversee their consistent administration across the schools and units. The recommended policies and programs outlined in this report should be overseen by the Office of the Provost and supported by the Work-Life Resource Center.

II. Extension of Appointment

- **Recommendation 2: Expand the range of available tenure clock schedules available to Emory faculty to support retention and to encourage diversity and excellence. (See existing policy and redline version for reference).**

2.1 Tenure Clock. A tenure-track faculty member who becomes the parent of a child by birth or adoption will automatically be granted a one-year extension of term by the Provost for each birth or adoption, upon notification by the dean. In keeping with current policy, additional extensions may be requested by the faculty member in unusual circumstances through the chair and dean.

2.2 Nontenure Appointments. Any full-time regular (on multi-year appointment) member of the lecture-, research- or clinical-track who takes either a Maternity or Parental Leave of at least six weeks will automatically be granted an extension equivalent to one year of his or her current appointment (and, where relevant, the maximum time in that rank) by the Provost, upon notification by the dean. In keeping with current policy, additional extensions may be requested by the faculty member through the chair and dean.

Discussion

Birth or adoption is a major life event that affects a new parent’s relative ability to conduct substantial research and scholarship in the months following the birth or adoption. To support a work-life culture that acknowledges the importance of families and life cycles for current faculty as well as supports the recruitment of new faculty, the subcommittee recommends automatic tenure clock extension upon birth or adoption of a child. This proposal would replace the current “opt-in” policy that requires eligible faculty to submit a written request that must be approved by the department chair and dean before being submitted to the Provost. There is a wide consensus among work-life scholars that, even where tenure-clock extension policies exist, parents often are reluctant to invoke them. Thus, the strong trend among top universities has been to move to automatic extension. The revised policy would bring Emory in line with our benchmark institutions (see Appendix). Note that the proposed policy would not preclude faculty members from being considered for promotion earlier, should they so choose. The subcommittee also supports the existing policy that allows for tenure clock extension, upon request, for other major life events.

Current Emory maternity leave policy

The University desires to recognize the particular needs of birth mothers who are members of the faculty to take time away from their normal duties, and to demonstrate its commitment to their well-being. To that end, it has attempted to summarize the various policies that provide for maternity leave.

The University recognizes that pregnancy and child birth are natural processes, and that each situation varies according to the needs of the particular birth mother. For that reason, and in keeping with its legal obligations, the University provides leave with full salary and continuation of benefits to any full-time faculty member during the period for which her physician certifies that she is unable to work, for a maximum of six months from the date the leave commences.

Leave under these circumstances is treated like leave granted for any other non-occupational medical condition. Accordingly, after the first six months, depending on the nature of the condition and the circumstances surrounding the leave, the faculty member may be eligible to apply to the University’s long-term disability insurance carrier for payments equal to a percentage of her current salary. An inflation rider for long-term disability insurance is available to those employees who elect to purchase it.

Any faculty member who becomes pregnant and desires maternity leave is advised to consult with her department chair and dean as soon as practicable, so as to allow the University the maximum opportunity to provide for coverage of her duties during leave. Maternity leave may also qualify as leave under the Family and Medical Leave Act of 1993 (“FMLA”), in which case it would count against the eligible faculty member’s annual 12 work-week FMLA entitlement.

(Approved October 2000)

III. Maternity and Parental Leave

- **Recommendation 3: Emory should validate and strengthen** existing maternity, parental and family leave policies for full-time regular faculty with the following implementation guidelines to provide consistent administration across academic units with appropriate levels of support. Under extraordinary circumstances, departments or units could seek one-time funding from the Provost’s Office. (See existing policy for reference.)

3.1 Length and types of leave.

Consistent with practices at peer institutions, the leaves should apply as follows:

- a. **Maternity leave:** In keeping with current medical guidelines, maternity leave must include, *at a minimum*, eight weeks in connection with the delivery (for example, two weeks before delivery and six weeks afterward). Such leave shall consist of full relief from teaching, administration, and research responsibilities. Given the nature of the academic calendar, relief from teaching responsibilities normally will include the entire semester (or its equivalent).
- b. **Parental and family leave:** consistent with current policy, paid leave shall consist of full relief from teaching responsibilities for one

Current Emory parental/family leave policy

The University desires to assist faculty members with their desire to balance professional obligations with parental responsibilities. Accordingly, it has chosen to make “parental leave” with full salary and benefits available, under the conditions set forth below, to those full-time faculty members who can certify that they serve as primary care-givers for one or more of their children below the age of five years. Leave may also be available to primary care givers with any dependent children over the age of five who suffer from a serious illness or other condition that creates extraordinary parenting demands.

For purposes of this leave, a “primary care-giver” is an individual who has primary child-rearing responsibility for his or her child. It is not intended to extend to a parent whose child is primarily in the care of a spouse or other care-giver.

A faculty member with teaching responsibilities who is otherwise eligible for parental leave benefits may request relief from those responsibilities for up to one full teaching load during any single term, or for up to one-half load during two terms. The faculty member will be expected to remain in residence and to continue departmental service and advising, as well as scholarly activities during the affected term(s). Leave under these circumstances will customarily be compensated at full pay.

A faculty member with no teaching responsibilities who is otherwise eligible for parental leave benefits may request relief from some or his or her duties for a continuous period not to exceed two terms. The dean of the school or college within which the faculty member is employed will consider making such reasonable relief available as would be comparable to the relief from teaching described in the paragraph above. Such leave may, at the dean’s discretion, be compensated at full pay.

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semester (or its equivalent) to be granted to any faculty member with primary care-giving responsibility who bears or adopts a child or whose spouse or same-sex domestic partner bears or adopts a child.

- The faculty member will be expected to remain in residence and to continue departmental service and advising, as well as scholarly activities.
- Birth mothers are eligible for both maternity and parental leave.
- In addition, a faculty member who bears or adopts a child or whose spouse or same-sex domestic partner bears or adopts a child may also be also granted, upon request, an *unpaid leave* of up to one semester or, where feasible, a half load for two semesters (or its equivalent), occurring within the first year after the birth or adoption, for the purpose of the child’s care.

Current Emory parental/family leave policy (continued)

Under some circumstances, a faculty member may take an additional semester of parental leave at a reduced level of compensation. These circumstances are to be approved by the cognizant dean.

Any faculty member desiring parental leave is advised to submit, with as much advance notice as possible, a written request to his or her dean with a copy to the department chair. The request should affirm that the faculty member is a primary care-giver for a child below the age of five years.

Parental leave may also qualify as leave under the Family and Medical Leave Act of 1993 (“FMLA”), in which case it would count against the eligible faculty member’s annual 12-week FMLA entitlement.

(Approved October 2000)

- Consistent with the Family and Medical Leave Act of 1993, a member of the faculty may take a leave of absence to care for a seriously ill spouse, parent (natural, foster, adoptive, stepparent, or legal guardian), or child (natural, adopted, foster, stepchild, or legal ward) who is under 18 years of age or, if older, is unable to care for him or herself because of serious illness. To the extent feasible, deans should be encouraged to provide paid leave to faculty facing family illness or crisis.
- Develop a Transitional Support Program (TSP) for tenure-track faculty that supports release time and funding for research personnel in a faculty member’s lab during a parental or family leave. The TSP would complement tenure clock extension.

- Each school and division report to the Office of the Provost regarding current practices in alignment with this policy.

Discussion

To promote faculty excellence and advancement, the subcommittee recommends the adoption of leave policies that recognize and support the life cycles that all faculty pass through, whether as parents or care providers to other family members. By acknowledging the significance of these family connections, Emory will strengthen its intellectual community and allow faculty to flourish. Consistent implementation of policies across schools and units will promote a more responsive and equitable University culture and will aid in the retention and recruitment of new faculty. These proposed guidelines are consistent with policies and practices at benchmarked peer institutions.

Recognizing the importance of faculty engagement and development, the Provost's Office, in collaboration with academic units, should establish guidelines for extended absences so that they do not interfere with the teaching, research and service expectations of the University.

IV. Proportional Work Policy

- **Recommendation 4: The Faculty Work-Life Liaison should work with the Faculty Life Course Committee to examine the possibility of offering flexible work arrangements for faculty who are interested in part-time options.**

Discussion

Proportional work arrangements for tenured and tenure-track faculty are currently being developed and tested at certain institutions which have been at the forefront of the work-life movement. Because the subcommittee views such initiatives as potentially very beneficial to faculty advancement, it has determined that the subject merits further study. Therefore, the subcommittee recommends that a committee be appointed to look further into the possibility of proportional work arrangements at Emory.

V. Dual-Career Program

- **Recommendation 5: Emory should establish a dual-career program for partner hires that includes internal (across divisions) and external (with area universities and corporations) networks that will be managed by the Work-Life Resource Center in collaboration with the Provost's Office.**

Discussion

Faculty recruitment and retention is enhanced by attention to spousal and partner hires. In keeping with the findings of the Year of the Faculty, and recognizing the importance of partner

placement, the subcommittee recommends that the University form internal (across divisions) and external (with area universities and corporations) networks to aid faculty partners and spouses in securing local employment. Such a program, with appropriate levels of support, and modeled after those of our peers, would provide a searchable database that lists all the jobs (faculty, administration, and staff) currently available at participating schools and campuses. Dual-career hires provide the University a range of opportunities, especially as dual-career couples become more numerous in higher education, and hiring candidates who are more likely to be more satisfied and perhaps more likely to make long-term commitments if both partners are hired.

Emory may be able to find partner schools associated with the Atlanta Regional Council for Higher Education (ARCHE). Schools around the country have formed similar partnerships with their neighbors. Universities in several regions throughout the country have developed Higher Education Recruitment Consortiums (HERCs) that are basically clearinghouses for all available jobs at participating schools in a region. The premise behind HERC is that schools will be able to hire top-tier candidates by luring them to the region, rather than placing the burden on only one institution. One central aspect of the NE-HERC is a web-based search engine that includes listings for all jobs, both faculty and staff, at all member institutions and is available at no charge to anyone seeking employment in higher education. Through the sharing of information and resources, the NE-HERC aims to support member institutions in attracting outstanding faculty, administrators, and staff.

- **Recommendation 6: Each school and division shall report annually to the Office of the Provost regarding its implementation of these policies, including specific instances in which requests under the policies have been granted or denied. Recognizing that there are departments and schools with distinctive issues, the Office of the Provost and the Work-Life Resource Center will work with each unit to develop appropriate implementation of these policies and programs.**

Discussion

A recent study conducted by the Collaborative on Academic Careers in Higher Education (COACHE), a research project based at the Harvard University Graduate School of Education, finds that the success of faculty work-life policies depends upon a receptive culture. The study highlights the difference between establishing sound policies (which many institutions have done) and making sure that they are effective. In line with this and similar findings from prior studies, the subcommittee believes that it is important to collect data on an ongoing basis in order to assess the success of policies “on the ground.” In addition, research suggests that climate and culture are most likely to be supportive of work-life integration when the administration sends the message that it considers such policies important.

Next Steps

The recommendations outlined in this and the other subcommittee reports are necessarily only first steps in a larger project of making Emory the foremost institution for joyful work life and work-life integration. Over the course of its 18-month tenure, the Work-Life Initiative Task Force considered many fruitful and innovative ideas that merit further study. Therefore, we recommend that the University consider further exploration of the following issues not fully addressed by the task force:

- Explore additional work-life policies for nontenure-track faculty.
- Work with the Faculty Life Course Committee to create an advisory group of junior and senior faculty members on recruitment, tenure, promotion, and retention policies.
- Acknowledge the importance of mentoring in a diverse learning environment; increase formal programs and informal opportunities for mentoring of junior faculty; provide formal recognition of mentoring.
- Create a signature program for faculty development that would become a national model.
- Work with the Emeritus College to encourage the contributions of retirees who wish to continue participating in the life of the University.
- Continue to gather data on current existing tenure and promotion policies and practices, both formal and informal, including a study on retention and recruitment of faculty at Emory.

Conclusion

In President James Wagner's May 2007 message to the Emory campus, he encouraged all members of the community to be mindful "that the pace and demands of an increasing number of needs and opportunities do not become overwhelming."

We're all in this for the long run, and it is better to take a few sure steps forward than to risk stumbling as a result of haste or exhaustion. We need to retain "margins" in our lives — hold back a little in reserve — so that we can enjoy occasional restorative and contemplative periods in order to relish a good sprint at other times.

Retaining margins is particularly relevant for faculty at different stages of the life cycle who are caring for young children or aging parents and for those who wish to experience the fullness of life. By acknowledging these commitments and interests, Emory has an opportunity to keep talented faculty and recruit promising faculty who seek an institution that honors a work-life environment that is seriously committed to sustaining an engaged community within a climate of excellence.

Given that Emory already has in place strong policies that encourage this environment, with these additional recommendations the University should be in a position to develop a vigorous campaign of support that will lead to more consistent and open implementation of policies throughout its schools and divisions. Such a campaign will strengthen the commitment to and visibility of these programs, truly making Emory a destination university

Proposed revisions to Emory policy on extension of appointments ~~tenure clock extension~~

A tenure-track faculty member may, under certain circumstances, receive a delay of the tenure review for a period not to exceed two years. Such circumstances may include, among others, the birth or adoption of a child, responsibility for managing the illness or disability of a family member or illness of the faculty member.

A tenure-track faculty member who becomes the parent of a child by birth or adoption will automatically be granted a one-year extension of term by the Provost for each birth or adoption, upon notification by the dean.

To obtain an extension of the probationary period (beyond the one-year automatic extension or for circumstances other than birth or adoption), the faculty member must make a written request showing that his or her ability to demonstrate his or her readiness for the grant of tenure has been substantially impaired.

The petition, if approved by the department chair and dean, shall be submitted to the Provost. For faculty in the Woodruff Health Sciences Center the petition must be approved by the Executive Vice President for Health Affairs before submission to the Provost. In the event that the petition is denied before being submitted to the Provost, the faculty member shall have the right to appeal directly to the Provost. The Provost, in consultation with the President, shall grant or deny the petition. The Provost will report regularly to the board of trustees on the numbers of extensions requested, the reasons advanced in support of each request and the grant or denial of each request.

Any full-time regular member of the lecture-, research- or clinical-track who takes either a Maternity or Parental Leave of at least six weeks will automatically be granted an extension equivalent to one year of his or her current appointment (and, where relevant, the maximum time in that rank) by the Provost, upon notification by the dean.

Proposed revisions to Emory maternity leave policy

The University desires to recognize the particular needs of birth mothers who are members of the faculty to take time away from their normal duties, and to demonstrate its commitment to their well-being. To that end, it has attempted to summarize the various policies that provide for maternity leave.

The University recognizes that pregnancy and childbirth are natural processes, and that each situation varies according to the needs of the particular birth mother. For that reason, and in keeping with its legal obligations, the University provides full-time faculty who become birth mothers leave with full salary and continuation of benefits for a minimum of eight weeks in connection with the delivery (for example, two weeks before delivery and six weeks afterward). Given the nature of the academic calendar, relief from teaching responsibilities normally should include an entire semester (or its equivalent). If a physician certifies that she is unable to work, then the leave may extend to a maximum of six months from the date the leave commences. [~~For that reason, and in keeping with its legal obligations, the University provides leave with full salary and continuation of benefits to any full-time faculty member during the period for which her physician certifies that she is unable to work, for a maximum of six months from the date the leave commences.~~]

Leave under these circumstances is treated like leave granted for any other non-occupational medical condition. Accordingly, after the first six months, depending on the nature of the condition and the circumstances surrounding the leave, the faculty member may be eligible to apply to the University's long-term disability insurance carrier for payments equal to a percentage of her current salary. An inflation rider for long-term disability insurance is available to those employees who elect to purchase it.

Any faculty member who becomes pregnant and desires maternity leave is advised to consult with her department chair and dean as soon as practicable, so as to allow the University the maximum opportunity to provide for coverage of her duties during leave. Maternity leave may also qualify as leave under the Family and Medical Leave Act of 1993 ("FMLA"), in which case it would count against the eligible faculty member's annual 12 work-week FMLA entitlement.

Proposed revisions to Emory parental/family leave policy

The University desires to assist faculty members with their desire to balance professional obligations with parental responsibilities. Accordingly, it has chosen to make “parental leave” with full salary and benefits available, under the conditions set forth below, to those full-time faculty members who can certify that they serve as primary care-givers for one or more of their children below the age of five years. Leave may also be available to primary care givers with any dependent children over the age of five who suffer from a serious illness or other condition that creates extraordinary parenting demands.

For purposes of this leave, a “primary care-giver” is an individual who has primary child-rearing responsibility for his or her child. It is not intended to extend to a parent whose child is primarily in the care of a spouse or other care-giver.

A faculty member with teaching responsibilities who is otherwise eligible for parental leave benefits may request relief from those responsibilities for up to one full teaching load during any single term (or its equivalent), or for up to one-half load during two terms. The faculty member will be expected to remain in residence and to continue departmental service and advising, as well as scholarly activities during the affected term(s). Leave under these circumstances will customarily be compensated at full pay. Birth mothers are eligible for both maternity and parental leave.

A faculty member with no teaching responsibilities who is otherwise eligible for parental leave benefits may request relief from some or his or her duties for a continuous period not to exceed two terms. The dean of the school or college within which the faculty member is employed will consider making such reasonable relief available as would be comparable to the relief from teaching described in the paragraph above. Such leave may, at the dean’s discretion, be compensated at full pay.

Under some circumstances, a faculty member may take an additional semester of parental leave at a reduced level of compensation. These circumstances are to be approved by the cognizant dean.

In addition, a faculty member who bears or adopts a child or whose spouse or same-sex domestic partner bears or adopts a child may also be also granted, upon request, an *unpaid leave* of up to one semester or, where feasible, a half load for two semesters, occurring within the first two years after the birth or adoption, for the purpose of the child’s care.

Any faculty member desiring parental leave is advised to submit, with as much advance notice as possible, a written request to his or her dean with a copy to the department chair. The request should affirm that the faculty member is a primary care-giver for a child below the age of five years.

Consistent with the Family and Medical Leave Act of 1993, a member of the faculty may take a leave of absence to care for a seriously ill spouse, parent (natural, foster, adoptive, stepparent, or legal guardian), or child (natural, adopted, foster, stepchild, or legal ward) who is under 18 years

of age or, if older, is unable to care for him or herself because of serious illness. To the extent feasible, deans should be encouraged to provide paid leave to faculty facing family illness or crisis.

~~Parental leave may also qualify as leave under the Family and Medical Leave Act of 1993 (“FMLA”), in which case it would count against the eligible faculty member’s annual 12-week FMLA entitlement.~~

Each school and division will report to the Office of the Provost regarding current practices in alignment with this policy.