

PARENTAL LEAVE POLICY FOR TENURED AND TENURE-TRACK FACULTY

Tenured and tenure-track faculty who have been employed for at least twelve months, and who are the parent with primary responsibility for child care, may take a leave in the event of (a) the birth of the faculty member's child; (b) the placement of a child under the age of 5 with the faculty member for adoption or foster care; or (c) the need to care for a minor child with a serious medical condition. The following options are available to qualifying faculty in the College of Arts and Sciences in the semester of the child's birth, placement for adoption or foster care, or the semester of the serious condition.

- a. one course reduction during the year at full annual pay with full benefits; or
- b. two course reduction during the year at 80% annual pay with proportional benefits; or
- c. three course reduction during the year at 60% annual pay with proportional benefits.

Faculty in the School of Theology have parallel benefits available to them: the cluster of advisory, administrative, canonical, ecclesial, and other Theology faculty responsibilities may be counted as one course in the schedule of course reductions listed above.

ADDITIONAL GUIDELINES

1. The time approved for the leave will be mutually agreed upon by the faculty member, the department or program chair, and the appropriate dean at the time the request for leave is approved.
2. In cases in which both spouses or partners are members of the faculty, only one is eligible for this leave. However, with the consent of the appropriate dean and the relevant department or program chair, spouses or partners may split the course release offered in options b and c above.
3. A faculty member who chooses to take parental leave may request a one-year extension on the tenure review.
4. If possible and if requested by the faculty member, the faculty member should be relieved from her or his service on college and university committees during the semester or academic year in question.
5. Qualifying faculty may be granted this benefit in no more than two academic years.
6. It is the responsibility of the faculty member to notify his or her departmental chair regarding the anticipated birth or adoption. In the case of birth, the faculty member should notify the departmental chair at least four months prior to the anticipated due date. In the case of adoption, the faculty member shall notify the departmental chair upon receipt of an anticipated date of adoption or upon the date adoption proceedings begin, whichever is earlier. It is the

responsibility of the departmental chair to work with the dean, in consultation with the faculty member, to make the necessary staffing arrangements that will take place in the absence of the faculty member requesting parental leave.

7. The curricular obligations of the faculty member on leave should be accommodated by creative scheduling such as team teaching, rescheduling classes, adjusting course load, or cancelling classes. When curricular responsibilities remain after all of these options have been explored, the dean, in consultation with the Provost, may approve the hiring of a part-time faculty member to cover those responsibilities.

8. An eligible faculty member who becomes a new parent but is not the primary caregiver may be eligible for two weeks of paid leave following the birth or adoption of a child under age five, provided that, in consultation with the dean and department chair, all curricular obligations can be fulfilled.

9. Leave under this policy will run concurrently with other leaves for which the faculty member is eligible.