



The following **Frequently Asked Questions** address questions of general interest to faculty members at the University of Maryland at College Park, in regard to UMD policies that pertain to work and family, leave, and tenure. Below we discuss issues related to “Stop the Clock” (Delay of Tenure Review due to childbirth or adoption), Part-time Tenure Status due to childbirth or adoption, Faculty Parental Leave and Other Supports, and Private Spaces for Lactation. This document also addresses the Family Care Resource and Referral Service, the UMD Family and Medical leave policy, and provides a brief discussion of the other types of leave available to faculty (sick, annual, personal).

For further information about the University of Maryland **ADVANCE Program for Inclusive Excellence** and our activities, please see our website at: www.advance.umd.edu For formal campus policies, procedures, forms and other useful information pertaining to faculty affairs, please see the **Office of Faculty Affairs** website at: www.faculty.umd.edu

Delay of Tenure Review (Stop the Clock)

Q. How long do I need to be employed at the institution in order to be eligible for a delay of tenure review due to childbirth or adoption?

A. An extension of the tenure clock due to childbirth or adoption is available immediately upon employment with the University.

Q. How do I receive an extension of the tenure clock for childbirth or adoption?

A. Any tenure-track faculty member who becomes the parent of a child by birth or adoption will automatically be granted a one-year extension of the deadline for tenure review, provided that they notify their unit head and complete the requisite paperwork.

Q. What paperwork do I need to submit in order to obtain an extension for childbirth or adoption?

A. Faculty members must submit a *Notification of Delay of Mandatory Tenure Review Due to Childbirth or Adoption*, to the Office of Faculty Affairs. Normally this process should be initiated within a month of the expected arrival of the child.

Q. How many times can I receive an automatic extension?

A. A second extension of the tenure clock due to the birth or adoption of another child will be granted automatically, so long as the faculty member receives no more than a total of two extensions (including those granted for reasons other than the birth or adoption of a child).

Q. If my spouse/domestic partner is also a tenure-track faculty member at UMCP, does she/he also receive an automatic one-year extension of time for tenure for childbirth or adoption?

A. Yes.

Q. Can I receive an extension of the tenure clock for reasons OTHER than childbirth/adoption?

A. Yes, but the request is not automatically granted. Faculty members may request a delay of tenure review based on personal or professional circumstances that substantially

impede normal professional development of the faculty member. These circumstances may include:

- Personal illness or injury.
- Care of ill or injured dependents, including children, relatives, or any other persons who are dependent on the faculty member for care.
- Death of a spouse, partner, family member, or other closely affiliated person.
- Individual departmental, or facility-related situations that are beyond the control of the faculty member¹.

Note: requests for delay of tenure review under these circumstances must be made at the time the circumstance occurs.

Alternative (Part-Time) Status of Tenured and Tenure-Track Faculty

Q. When may tenured and tenure-track faculty become part-time?

A. Per University policy, such faculty are eligible for temporary part-time appointments from the time of hire.

Q. Are child-rearing responsibilities a basis for requesting temporary part-time status?

A. Yes. Tenured or tenure-track faculty may request a temporary reduction to part-time status in order to prepare for a newborn child and/or to care for a child under the age of five years (including children placed in the home via adoption or foster care).

Q. How will part-time status affect my tenure clock?

A. The faculty member may receive a one-time, one-year delay of mandatory tenure review due to childrearing-related temporary part-time status. Normally, only faculty with temporary part-time appointments of 50% FTE will be considered for this delay; faculty with part-time appointments greater than 50% will not normally be eligible for a one-year delay of tenure review.

Q. If my spouse/domestic partner is also a tenure-track faculty member at UMCP, is she/he also eligible for a temporary part-time appointment?

A. Yes.

Q. How long can I be on part-time status?

A. Tenure-track faculty may be authorized for part-time status for a minimum of one semester, up to two years. Tenured faculty may request part-time status for up to two years, with the option of renewal (with proper approvals).

Q. Does the length of my part-time status affect the length of my delay of tenure review?

A. No. A one-year delay of tenure review is authorized regardless of the length of the temporary part-time status, as long the part-time status meets the criteria specified above.

Q. How do I request temporary part-time status?

A. The faculty member makes a written request to his or her chair/unit head. This request must be submitted before the end of the semester before the appointment is slated to begin. The proposed reduction is discussed and a mutually acceptable MOU is prepared, outlining the specific terms of the reduction (e.g., reduction of teaching load, service commitments, etc.). This MOU and a letter of support/opposition from the chair are submitted to the Dean of the college, and subsequently to the Provost, for approval or denial.

Q. What can I do if my department chair or dean says no?

A. A faculty member who believes that her/his request for part-time status has been unfairly or improperly denied may bring the matter to the Faculty Ombuds Officer.

Q. What if I return from leave due to childbirth/adoption (with an automatic one-year delay of tenure review) but then decide to do a part-time appointment? Can a faculty member seek delay of tenure review under both policies?

A. Yes. Tenure-track faculty may receive a one year delay of tenure review due to childbirth/adoption and an additional one year delay of tenure review due to a request for a temporary part-time appointment, resulting in a two year delay of the mandatory tenure review. Note: Tenure-track faculty may receive no more than two one-year delays for any reason.

Faculty Parental Leave and Other Supports

Q. What is meant by Parental Leave and Family Supports?

A. Under the new USM and UMD College Park policies, faculty are entitled to take up to 8 consecutive weeks of paid leave in connection with the birth or adoption of a child, and are also entitled to establish a “modified duties plan” which can include release from classroom duties, service, and/or other obligations, during the semester in which parental leave is taken.

Q. Who is eligible to take paid parental leave?

A. Both tenure track and non-tenure track faculty who are employed at a 50% or greater FTE are eligible after 1 semester of employment (instructional faculty) or 6 months (non-instructional faculty).

Q. When may I take the 8 weeks of paid parental leave?

A. Any time beginning 6 months prior to and up to 12 months following the birth or adoption of the child.

Q. How many weeks of paid leave am I entitled to, and who pays for it?

A. Eligible faculty may take up to 8 consecutive weeks of paid parental leave. Faculty must use any accrued leave (annual, sick, personal or collegial, if applicable), first. The remainder of 8 weeks will be paid for by the institution. *Note:* faculty whose salaries are funded solely via external agencies will need to determine the specific limitations on paid leave set by those agencies.

Q. My spouse/partner is also a faculty member. Can she/he also take paid parental leave?

A. Yes. During any period in which both faculty members are using their own accrued leave, they may use their own accrued leave *concurrently*. However, faculty parents must take leave *sequentially* during any period in which the parental leave is not supported by the faculty member’s own accrued leave, but separately paid for by the institution. (To be eligible for institutionally subsidized parental leave, a faculty member must be acting as the primary caregiver, i.e., providing > 50% of the care for the child).

Q. What are my required duties during these 8 weeks?

A. During the 8 weeks of paid parental leave, no work duties are required.

Q. May I also take leave without pay in association with childbirth or adoption?

A. Yes. Faculty who have been employed by the state for 1 year or longer are eligible for 60 days of job-protected leave, as stipulated by the federal Family and Medical Leave Act. However, the up to 8 weeks of parental leave (40 workdays) is counted against these 60 days.

Q. If I have more than 40 days of accrued leave, may I take additional paid leave?

A. Yes, however, beyond 60 days leave is subject to the approval of your dean.

Q. How do I set up a modified duties plan?

A. Faculty who will be on paid parental leave should work with their department chair, unit head and/or dean to draw up a memorandum of understanding that describes the specifics of the modified duties. As mentioned above, this would typically include release from classroom teaching (for instructional faculty), service commitments, and other obligations.

Q. I am a fulltime “non-instructional” faculty member (postdoctoral, research associate, research assistant professor, etc.) and therefore do not have obligations that are tied to the semester academic timeline. For what period of time can I arrange for modified duties, and what would be included in my modified duties plan?

A. Non-instructional faculty may take 6 weeks of modified duties in addition to the 8 weeks paid parental leave. The specific modified duties should be negotiated and discussed with the Chair, and are subject to limits imposed by grant or contract. Some specific examples of modified duties for non-instructional faculty include: Any university or department service obligations such as committee work; In-lab mentoring or oversight of junior group members.

Q. My spouse/partner is also a faculty member. Can she/he also take modified duties?

A. Yes, two faculty member spouses may take modified duties sequentially, provided each spouse is the child's primary caregiver at the time the modified duties are taken, and both faculty conclude their modified duties within a 12 month period of the birth/adoption.

Q. Are there duties I must maintain during my modified duties period?

A. Yes. Specific examples include supervision of research activities and graduate student supervision/advising. Note: as with paid leave, faculty whose salaries are funded solely via external agencies will need to determine the specific limitations on paid leave set by those agencies.

Q. If I get release from my teaching, will I have to make it up later?

A. No. The policy specifically states that faculty cannot be required to make up teaching from which they were released, in relationship to the birth or adoption of a child.

Q. If my partner and I have our child/adopt a child near the end or the beginning of the semester, when may we arranged to take our modified duties period?

A. Faculty may take parental leave that spans two semesters, however they must choose which of the two semesters they will take modified duties. Typically, a faculty member would take modified duties during the semester in which the bulk of the parental leave is taken.

Private Space for Lactation

Q. I have heard the new parental leave policy also stipulates that faculty have access to a private space where nursing mothers may express milk. Where are these lactation rooms?

A. There are various ways in which the campus is accommodating the need for lactation rooms. Such a space might include the faculty member's office, a conference room, or other private room with the ability to lock the door. The space does not have to be dedicated to the sole purpose of lactation or nursing activities, but should have access to seating, a table, an electrical outlet and nearby sink. For those without access to such rooms, there are public lactation facilities in buildings across campus. A listing of these rooms can be found on the Student Affairs website at:
<http://www.studentaffairs.umd.edu/worklife/pubs/Lactation-Nursing%20Mothers%20Rooms%20at%20UM.pdf>

Q Can a bathroom be designated as a lactation space?

A. No.

Family Care Resource and Referral Service

Q. Who is eligible?

A. All faculty, staff, post-docs, and students may use the resource and referral service at no cost.

Q: What child-related services does the resource and referral service provide?

A: The Family Care Resource and Referral Service provides assistance with:

- Identifying child-care centers, family day-care providers, nanny and au pair resources.
- Navigating the childcare selection process – how to select and what criteria to use
- Identifying other types of resources, including: preschools; Montessori programs; full-day programs; infant/toddler programs, such as Mommy and Me; part-time and full-time stay-at-home mom resources; private school resources; special needs resources; before/after school care; summer camp; and county and city programs.

Q: Does the referral service collect input on the various care providers and/or rate them in any way?

A: No. The Family Care Resource and Referral Service does not collect input and/or rate the referral services.

Q: Who vets/licenses the childcare/eldercare providers and other services referred by the Family Care Resource and Referral Service?

A: State licensing bodies, including the Department of Social Services of Virginia and certain Virginia county social services offices, the Department of Education of Maryland, and the Dept. of Health Regulation Administration of the District of Columbia.

Q: What elder-related services does the resource and referral service provide?

A: The resource and referral service provides assistance with identifying legal and financial resources; eldercare facilities, geriatric care physicians; agencies that provide evaluations of needs of elderly/disabled parents and relatives; psychiatric resources; and public/private resources to provide case management for aging.

Q. Where can I get more information?

- A. http://www.personnel.umd.edu/Family_care/
Office: 1116 Cole Student Activities Bldg.
Phone: 301.897.8272
Email: ccmrfr@aol.com

Faculty Family & Medical Leave

Q. Who is eligible for family and medical (F&M) leave?

- A. All full-time or part-time (50% or more) faculty members (tenured, tenure-track and non-tenure track) who have been employed by the University for at least 12 months and have worked at least 26 weeks prior to the date of leave are entitled to 12 workweeks or 60 days of job-protected family and medical (F&M) leave (or if part-time, a pro-rata share).

Q. Is this paid or unpaid leave?

- A. The University of Maryland requires faculty members to first use any accrued paid leave for which they may be eligible (accrued sick leave, annual leave, or personal leave, as well as collegial leave), subject to the terms and conditions of the applicable leave policy. If the need for leave lasts longer than the number of paid leave days available, the remaining period of F&M leave is unpaid.

Q. Under what circumstances may I take 60 days of F&M leave?

- A. Faculty members are entitled to take F&M leave for the following reasons:
- Birth of the faculty member's child.
 - Placement of a child with the faculty member for adoption or foster care.
 - Need to care for the faculty member's child within a twelve (12) month period following birth or placement.
 - Need to care for the faculty member's school-aged child under the age of 14 during the child's vacations, as long as the leave does not create a hardship for the academic unit.
 - Need to care for the faculty member's immediate family member who has a serious health condition.
 - Serious health condition of the faculty member.

Q. When do I need to request F&M leave?

- A. When the need for F&M is foreseeable, faculty members should complete the application for the use of F&M leave at least thirty (30) calendar days before the leave is to begin. Faculty must provide adequate documentation for F&M leave, the form of which may vary depending on the specific circumstances for the request.² All leave requests must be approved by the unit Chair or Director, Dean, and Provost or designee.

Q. What if I need to take F&M leave that was unexpected (thirty days notice not possible)?

- A. When possible, the faculty member should apply for leave within two working days of the need for leave. In emergency circumstances, the faculty member (or designee) may give notice and apply for F&M leave as soon as is practical.

Q. What happens if I need to take leave within the first year of my appointment?

A. While new faculty are not eligible to take the 60 days F&M leave, and will not have accrued any significant amount of annual or sick leave, instructional faculty may request to use collegial leave through their academic unit.

Q. May I take F&M leave more than once?

A. Yes. Eligible faculty may use up to 60 days of F&M leave for qualifying reasons each calendar year.

Q. My spouse/partner is also a faculty member at UMCP, can she/he also take F&M leave?

A. Yes.

Q. Do I have to take my 60 days of F&M leave all at once?

A. No. F&M leave can be taken continuously, on a reduced schedule, or intermittently over the course of a calendar year³.

Q. Does my F&M entitlement “roll over” from one calendar year to the next?

A. No. Faculty are entitled to a maximum of 12 workweeks or 60 days of F&M leave each calendar year.

Q. What happens to my health benefits during my F&M leave?

A. If the faculty member is on paid F&M leave, health benefits continue per usual (and employer and employee health insurance premium contributions continue to be made). If the faculty member is on unpaid F&M leave, he or she may elect to continue employer-subsidized health benefits by contacting the University Benefits Office and making arrangements for payment of the employee contribution to the insurance premium.

Q. Will I accrue annual or sick leave during my F&M leave?

A. No. Faculty members do not earn annual or sick leave while they are on *unpaid* F&M leave. They will continue to accrue annual and sick leave, as customary, if they are using accrued *paid* leave during a period of F&M leave.

Q. As a faculty member at UMCP, what other types of leave are available to me?

A. Full-time 12-month faculty members earn 22 days of annual leave and 3 days of personal leave, and accrue sick leave at the rate of 1.25 days per month. Nine-month faculty members do not earn annual leave or personal leave but do accrue sick leave at the rate of 1.25 days per month. Leave is earned on a proportional pro-rata basis for faculty on partial appointments (of 50% or more).

Faculty who have been employed full-time for at least one year may request a full or partial leave without pay in circumstances involving poor health, family obligations, or professional obligations that support the mission of the University, provided the leave will not significantly disrupt the program of the faculty member's academic unit. Instructional faculty may also request collegial leave in situations where the faculty member must be absent from class as a result of short-term illness or injury.

Finally, there are certain “special situation” types of leave (e.g., jury duty, professional leave for librarian faculty, etc). For a complete list of leave policies, see www.faculty.umd.edu/specificpolicies/leave.html

Q. What are the restrictions on use of my accrued sick leave?

- A. Any amount of accrued sick leave available can be used for (a) a faculty member's own illness or medical appointment that cannot be scheduled during non-work hours; (b) a faculty member's own medical condition related to pregnancy or childbirth and immediate physical recovery thereafter; or (c) to purposes of paid parental leave to care for a child following birth or adoption. Up to 15 days per calendar year can be used to care for an immediate family member in the event of illness or injury⁴. Up to 3 days of accrued sick leave may be used for the death of a close relative and up to 5 days if the death requires travel and overnight stay away from home⁵.

¹ Examples include (but are not necessarily limited to): failure to complete construction of a lab, breakdown of a computer system needed to access /analyze.

² For example, in the case of requests for leave due to childbirth or serious health conditions, the faculty member must provide certification from the faculty member's or family member's health care provider. For further details, see II-2.31(A) University of Maryland Policy on Family and Medical Leave for Faculty.

³ A reduced schedule means that F&M leave is used for only part of an eight-hour work day. For example, a full-time faculty member may choose to take 30 days of leave (total) by taking 4 hours of leave per workday for 60 days, or 50% leave. Note: Part-time leave should not be confused with part-time appointments.

⁴ Immediate family members include a spouse, child, step-child, grandchild, mother, father, mother-in-law, father-in-law, brother, sister, grandparent, brother-in-law, sister-in-law, or legal dependent of the faculty member or any other relative who permanently resides with and is cared for by the faculty member. See II-2.30 Policy on Sick Leave for Faculty Members at <http://www.president.umd.edu/policies/ii230.html>

⁵ A close relative means a spouse, child, step-child, parent (or someone who took the place of a parent), mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, or other relative who permanently resided in the faculty member's household. A faculty member may also use one day of sick leave for reasons related to the death of an aunt, uncle, niece or nephew of the faculty member or his or her spouse. See II-2.30 Policy on Sick Leave for Faculty Members at <http://www.president.umd.edu/policies/ii230.html>

The ADVANCE Program for Inclusive Excellence is funded by a grant from the National Science Foundation in partnership with the University of Maryland, College Park.

