

II-1.10(A) UNIVERSITY OF MARYLAND POLICY AND PROCEDURES FOR
PART-TIME STATUS OF TENURED AND TENURE-TRACK
FACULTY DUE TO CHILDREARING RESPONSIBILITIES

(Approved by the President December 17, 2009)

1. Units may employ tenured or tenure-track faculty members on a part-time appointment on a temporary basis. A part-time appointment shall be a minimum of a fifty percent (50%) appointment. Part-time appointments shall be approved for a minimum period of a full academic semester (e.g., fall semester, spring semester) up to a maximum of two years. These appointments may be renewed for tenured faculty (in maximum blocks of two years). For faculty on an academic year contract, the starting date of the appointment must coincide with the start date of an academic semester and the end date must coincide with the end of an academic semester. For faculty on a fiscal year contract, the starting date must correspond to the beginning (7/1) or the midpoint (1/8) of the year, and must last a minimum period of a full academic semester and maximum of two years.
2. Eligibility. This policy applies only to tenured or tenure-track faculty who 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 as a result of adoption or foster care. This policy shall be extended to the children of domestic partners at such time as the Board of Regents recognizes domestic partners as immediate family members. Faculty making the request must attest that they are responsible for 50% or more of the care of a child.
3. Length of appointment reduction.
 - (a) Tenure-track faculty. The length of a tenure-track faculty member's initial contract and probationary period for tenure consideration is based upon the number of full-time equivalent years accrued by the faculty member at the institution in a tenure-track rank. For tenure-track faculty, part-time status may be granted for a maximum period of two full academic year or fiscal year appointments during the pre-tenure probationary period. These partial appointments result in a one year maximum delay in the tenure clock regardless of the year in which they were initiated and the decision about how the reduction is allocated (e.g. two separated one-year-reductions). If the first of the fractional appointments begins during the initial three-year contract period, the contract review is delayed a year and the faculty member should receive a one-year contract extension of the initial contract. If the first partial appointment begins after the initial three-year contract review, the faculty member receives contracts covering the subsequent four years and is reviewed for tenure by the end of

seventh year.¹ These periods of reduced appointment may be contiguous or noncontiguous, and they may result from a single event or multiple events. Eligibility for consideration for a part-time appointment shall extend from three months prior to five years following the birth or placement of a child. Faculty eligible for part-time status related to childbearing/ childrearing responsibilities are also entitled to extensions of time for consideration for tenure review under the same terms and conditions as full-time tenure track faculty as set forth in II-1.00(D) University of Maryland Policy on Extension of Time for Tenure Review Due to Personal and Professional Circumstances.²

(b) Tenured faculty. The conditions of eligibility for tenured faculty are the same as for tenure-track faculty. Temporary reductions from a full-time appointment shall be for a minimum period of an academic semester and a maximum period of two years. These part-time appointments are renewable with appropriate approvals. Each renewal may be requested for a period lasting a minimum of a semester to a maximum period of two (2) years. The Memorandum of Understanding (MOU) governing these temporary part-time appointments for tenured faculty must specify changes in obligations and the conditions under which the appointee may return to a full-time position or request a renewal of the temporary part-time appointment at the same or a different percentage for another period of a minimum of one academic semester and maximum of two (2) years.

4. Procedures. Any faculty member who meets the eligibility requirements for this policy may request a temporary reduction of duties. Under ordinary circumstances, this request will be granted. The faculty member shall make a formal written request to the department chair or unit head, stating the basis of his/her need for a temporary part-time appointment. The notice should include an attestation by the faculty member of eligibility. The faculty member's request must be submitted by the end of the semester before the appointment is slated to begin. The proposed reduction in appointment and duties should then be discussed and negotiated with the chair/unit head to arrive at a mutually acceptable MOU. Then the chair/unit head must prepare (a) a MOU and (b) a letter supporting or opposing the request. The MOU should specify the reason for the request, the length of the part-time status, expectations for faculty duties, and, where applicable, revised schedules for contract, promotion, and other reviews, and provisions for ending the proposed fractional appointment and return to full-time status. The unit head/chair's letter must include a rationale for supporting or opposing the request, and a description of the financial and staffing implications.

¹ Thus a faculty member on a 50% appointment for the maximum period of two years would be reviewed in the 7th rather than the 6th year. Partial appointments (regardless of length) under this policy delay the mandatory tenure review by one year and partial appointments which are initiated in the first three years of appointment extend the contract review by a year.

² A faculty member on a 50% appointment for the maximum period of two years would be reviewed in the 7th year. If the faculty member is also approved for a two year delay in the tenure clock, the review would occur in the 9th year. A faculty member on a 100% appointment with a two year delay in the tenure clock would be reviewed in the 8th year.

- The formal letter of request, chair's response and MOU must first be forwarded to the Dean (where appropriate) and then to the Provost for approval or denial. Upon approval of the part-time appointment and accompanying arrangements, the MOU shall be co-signed by the faculty member, chair/unit head, Dean, and Provost.
5. Departments/units shall be able to use the unused portion of the salary of a tenure track/tenured faculty member on a temporary part-time appointment due to childrearing responsibilities to fund coverage of the faculty member's teaching, advising, service and related duties.
 6. Performance, Tenure, and Promotion Reviews. No person shall be discriminated against in any promotion and tenure proceedings or merit review as a result of seeking or being granted part-time status in accordance with these procedures. Personnel reviews shall be conducted in the same manner as those conducted for full-time faculty. Internal and external reviewers of faculty performance should be apprised that faculty members who have been granted part-time appointments should be judged by the quality and quantity of their accomplishments, but not by the rate of their accomplishments.
 7. A faculty member who believes that her or his request for part-time status has been unfairly or improperly denied may bring the matter to the attention of the Faculty Ombuds Officer and seek a review in accordance with the procedures of the University of Maryland Policy governing faculty grievances (University of Maryland Policy II-4.00(A)).

References

- Cockrell, C. (2006, April 13). Family-friendly policies for faculty are now "an entitlement." *Berkeleyan*, University of California, Berkeley.
- Goulden, M., Mason, M.A., & Wolfinger, N. (2005). Do babies matter: Refining gender equity in the academy. In *Mentoring for Academic Careers in Engineering: Proceedings of the PAESMEM/Stanford School of Engineering Workshop* (pages 89-105). Santa Barbara, CA: Grayphics Publishing.
- Mason, M.A., Goulden, M., & Frasch, K. (2009). Why graduate students reject the fast track. *Academe*, 95(1), 1-8.
- University of Michigan Center for the Education of Women. (2007). *Family friendly policies in higher education: A five-year report*. Ann Arbor: Author.
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