

SUMMARY OF AGENDA

October 7, 1991

- I. ADOPTION OF THE AGENDA
- II. APPROVAL OF THE MINUTES: September 16, 1991
- III. REMARKS BY PRESIDENT ROSELLE and/or PROVOST PIPES
- IV. ANNOUNCEMENTS: Senate President Taggart
- V. OLD BUSINESS
 - A. Resolution, introduced by Senator Edward Schweizer at the September Faculty Senate meeting, on parental notification about the absence of Residence Life staff members in social organizations' housing units
- V. NEW BUSINESS
 - A. Recommendation from the Committee on Promotions and Tenure on policies for extended tenure periods and parental leave
 - B. Introduction of new business





University of Delaware

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September 26, 1991

TO: All Faculty Members

FROM: Harrison B. Hall, Vice President *H. B. Hall*
University Faculty Senate

SUBJECT: Regular Faculty Senate Meeting, October 7, 1991

In accordance with Section IV, paragraph 6 of the Constitution, the regular meeting of the University Faculty Senate will be held on Monday, October 7, 1991 at 4:00 in room 110 Memorial Hall.

AGENDA

- I. Adoption of the Agenda.
- II. Approval of the minutes of the Senate meeting of September 16, 1991.
- III. Remarks by President Roselle and/or Provost Pipes.
- IV. Announcements: Senate President Taggart
- V. Old Business
 - A. Resolution, introduced by Senator Edward Schweizer at the September Faculty Senate meeting on parental notification about the absence of Residence Life staff residing in social organizations' housing units.

BE IT RESOLVED, that all of the parents of students who are members of live-in social organizations be advised, in writing, that the University does not have Residence Life staff members residing in social organizations' housing units.
- VI. New Business
 - A. Recommendation from the Committee on Promotions and Tenure (R. Settle, Chairperson) on policies for extended tenure periods and parental leave.

WHEREAS, many younger faculty find it difficult to meet teaching, research, and service expectations as new parents, and

WHEREAS, a reasonable solution for some faculty is to allow a temporary suspension of professional duties, be it therefore

RESOLVED, that the Faculty Handbook, Section III. O., page III-O-2, under Leave of Absence, be revised to include the following statement: (A copy of the current policy is attached for your information.)

A faculty member who becomes the parent of a newborn or newly adopted child and who wishes time off for child care purposes, may choose to take a parental leave of absence. Parental leave may be granted for up to one year for each child, with a maximum of two years per faculty member. Parental leave is without pay. Time spent on parental leave shall not be counted in determining eligibility for sabbatical leave. This policy is intended to establish a faculty member's entitlement to a minimum standard, not to replace other informal or flexible arrangements that may be worked out between a faculty member and his or her Department chair. Request for parental leave, when possible, should be made one semester in advance by written request to the department chair or program director, Dean of the College and the Office of the Provost.

and be it further

RESOLVED, that the Faculty Handbook, Section III. L. 4, page III-L-1, under Tenure, be revised to include the following statement: (A copy of the current policy is attached for your information.)

An untenured faculty member who becomes the parent of a newborn or newly adopted child may choose to take a one-year extension of the pre-tenure probationary period for each child, up to a maximum of two years. The extension shall be granted upon written request to the department chair or program director, with notification to the Dean of the College and the Office of the Provost. Faculty who choose this option must indicate in writing that they have done so in their dossier.

- B. Such items as may come before the Senate. (No motion introduced under new business, except a motion to refer to committee, shall be acted upon until the next meeting of the Senate.)

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Attachments:

1. Pages III-O-1 & 2 from the Faculty Handbook
2. Pages III-L-1 & III-M-1 from the Faculty Handbook

1. *Not later than March 1 of the first academic year of service, if the appointment expires at the end of that year; or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination.*
2. *Not later than December 15 of the second academic year of service, if the appointment expires at the end of that year; or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination.*
3. *At least twelve months before the expiration of an appointment after two or more years in the institution with the exception of instructors and lecturers with one-year appointments, who shall be notified not later than December 15.*

(Senate 3/21/77; Trustees 6/2/77)

TENURE AND SALARY OF APPOINTEES TO POSITIONS PAID FROM LIMITED TERM GRANTS

Appointments to positions paid in whole or in part from limited term grants of funds for special purposes shall be subject to the following provision regarding termination of service and salary in event of cessation of funds from such special sources:

In case of persons not previously employed by the University, both the service and the salary shall forthwith terminate regardless of the rank or titles held.

The President of the University shall be permitted to omit at his or her discretion the above statement from the contracts of such faculty considered as regular members of the faculty whose salaries are paid in part from sponsored research.

ACADEMIC COMPLAINT PROCEDURE

Complaints dealing with academic judgment decisions may be processed from Step 1 through Step 2 as described in Article VIII of the Collective Bargaining Agreement. If an academic judgment complaint is not resolved at Step 2, the Committee on Faculty Welfare and Privileges shall hear the case and render its advisory decision to the Vice President for Academic Affairs.

O. LEAVE OF ABSENCE

1. **Leave of Absence for One or More Semesters**

Leave of absence for one or more semesters without salary may be arranged for the purpose of engaging in faculty exchange, completion of degree requirements, scholarly work under foundation fellowships or grants, research, or public service, without prejudice to future promotions in rank or salary, provided that the period of absence is reasonable and does not work an unwarranted hardship upon the University. An individual who anticipates applying for leave should confer with his or her department chairperson or the

dean of the college before initiating any negotiations. Leaves of absence without salary are not available to faculty who wish to take temporary employment elsewhere that affords no real intellectual advancement.

Short leaves of a day or two that do not interrupt a regular schedule may be arranged informally with the department chairman or the dean concerned. For longer leaves, a formal request should be submitted to the President through the dean and the Provost and are dependent upon administrative approval.

2. Sick Leave

The University has an informal policy with respect to sick leave for faculty. Individual cases are handled so as to impose the least possible hardship on the faculty member and his or her family within the resources of the University. Hospital confinement or sickness that exceeds three days should be reported in writing to the dean's office.

3. Maternity Leave

Female faculty members are covered by the University's maternity leave policy applicable to all University employees. The policy states:

Employees are entitled to sick leave benefits if they are physically unable to work due to pregnancy, childbirth and recovery therefrom, miscarriage, abortion, or other related medical conditions. The same requirements, terms, and restrictions apply to the administration of sick leave benefits for pregnancy related conditions as for other nonoccupational illnesses or disabilities. In cases involving complications or other extenuating circumstances which require extended periods of absence, sick leave benefits will be granted in accordance with the appropriate extended sick leave policy. The University reserves the right to require a doctor's certification at any time.

Employees requesting sick leave for purposes of childbirth and recovery therefrom are required to give three months notice prior to the expected commencement date of the requested leave. It is expected that employees will follow the advice of physicians as to the length of time worked during pregnancy.

4. Sabbatical Leave

Purpose of Sabbatical Leave

Sabbatical leave is granted by the University to full-time assistant, associate, and full professors, and to administrators holding academic rank with either or both of the following aims: (1) to provide time for research or other professional or creative activity; (2) to provide time for improvement of instructional materials and techniques or their administration.

Sabbatical leave is not automatic. The justification of a sabbatical leave is determined primarily on the basis of a written proposal outlining the nature of the program to be undertaken and the benefits to the individual and to the University that may reasonably be expected. The department

ments in the first year. The entire commitment should be under the guidance of senior people who should take an active role in career development.

11. **Changes in Departmental Priorities**

When departments and colleges change priorities (e.g., development of a graduate program, reorientation of the direction of departmental teaching at all levels) there are faculty members hired when their departments had one set of priorities that are now at some disadvantage because of the change. Departments have clear obligations to recognize such situations and to provide such faculty members with both the time and the resources to accommodate themselves to the new priorities.

(Senate 4/7/80; Trustees 12/10/80)

L. TENURE

(Revised by Board of Trustees 12/78)

1. All decisions to grant tenure shall follow review of credentials both by appropriate faculty committees and by administrative officers. Responsibility for the development and application of specific criteria for promotion and tenure of individuals rests with each academic unit.
2. With the exception of visiting professors and except as otherwise provided under item 7, tenure is awarded to full professors on initial appointment or on promotion to this rank.
3. Associate professors appointed from outside the University will normally receive an initial three-year contract without tenure. Reappointments at this rank, unless terminal, will carry tenure.

Promotion to the rank of associate professor from within the University will carry tenure.

4. Assistant professors are appointed to regular faculty positions for an initial term of two years without tenure. Reappointments at this rank are for a two-year term, except for contracts which extend appointments of assistant professors beyond the sixth year and for terminal contracts, both of which are for one-year terms. Contracts that extend reappointments beyond the sixth year will stipulate whether they are to be terminal or whether they may be renewable on an annual basis. In the latter case, special justification must be provided by appropriate faculty committees and administrative officers for each one-year reappointment.

In special cases, faculty members at the rank of assistant professor may be granted tenure if the duties and responsibilities of these faculty members justify such tenure.

5. Appointments and reappointments for instructors shall be on annual contract only.

Tenure is not awarded to instructors.

6. For all faculty members appointed to a scholarly track, tenure is implied as an attainable goal after an initial probationary period. That probationary period shall normally be no longer than seven years from the date of first appointment as assistant professor at the University of Delaware. Tenure decisions should be made as early as possible within the probationary period.
7. Faculty members employed with special nonrecurrent funds whose positions the University is committed to picking up are eligible for tenure under the same rules as those applicable to faculty members on regular funds. In all other cases, Sections 2 through 6 of this policy do not apply.

The eligibility (or ineligibility) for tenure of faculty members employed with special nonrecurrent funds must be clearly specified on all copies of the faculty member's contract. In particular, the contract must carry notations to the effect that the funds are nonrecurrent. Any commitments made by the University (to the donor of the special funds or to any other interested party) to pick up the position when the funds are no longer available must also be noted on all copies of the faculty member's contract.

Faculty members who are subsequently employed on regular funds become eligible for tenure consideration and may use in support all previous years of service at the University in the appropriate category.

8. Tenure is granted or withheld solely on the basis of merit as determined both by appropriate faculty committees and by administrative officers.
9. The policy provisions stated above shall apply to both continuous and discontinuous faculty appointments.

M. RESIGNATIONS

Accepted professional practice requires that resignations be submitted by letter to the department chairperson no later than April 1 or 30 days after receiving notification of the terms of his or her continued employment the following year, whichever date occurs later. Except by mutual agreement with the appropriate University administrator, resignations by the teaching faculty to become effective during the academic year cannot be accepted.

In the case of Agricultural Experiment Station and Cooperative Extension System personnel, resignations will be made by letter to the head of the department in the Experiment Station and to the Director of the Cooperative Extension System sixty days or more in advance of the date on which the resignation is to become effective. Any accumulated leave must be taken prior to date of resignation and at the convenience of the department concerned.

FINAL CHECKS

A faculty member's final check will not be automatically deposited or sent to the department. The faculty member must go to the Appointment Processing Office, where he or she can pick up the final check, hand in the ID card, and clear any balances due to the University.

