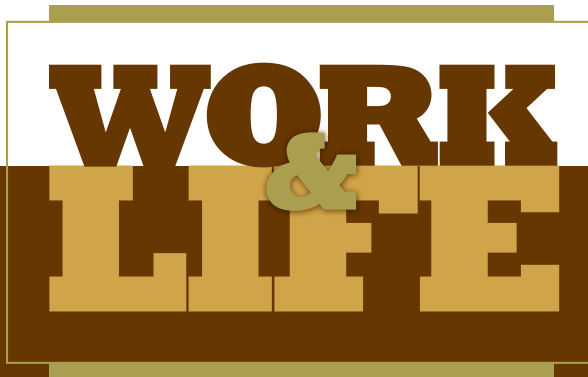


Balancing Work & Life

*Information for
Faculty at Lehigh University*



2008-2009



LEHIGH
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Work/Life Balance for Lehigh Faculty

Lehigh is committed to helping faculty members balance the responsibilities of their professional and private lives. The ever changing demands, and the university's efforts to face these challenges, have evolved over the past decade and continue into the future as we work for greater flexibility in the tenure clock and faculty careers. This brochure provides more information on the Family and Medical Leave Policy for Faculty, tenure clock extensions, Lehigh Sloan research grants, the Lehigh University Child Care Center, and assistance for dual-career couples.

Lehigh's Sloan Program for Faculty Career Flexibility was funded in September 2006 by a generous grant from the Alfred P. Sloan Foundation Awards for Faculty Career Flexibility, a program also sponsored by the American Council on Education.

Lehigh's Sloan Program is directed by the Office of the Provost and the Lehigh Sloan Program Advisory Committee. Our mission is to accelerate existing programs for faculty career flexibility, implement creative new approaches, and model best practices in helping faculty to achieve balance in their careers and personal lives.

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Key Lehigh Policies

Domestic Partners

Lehigh recognizes a domestic partnership as the functional equivalent of a marriage in which two adults of the same or opposite sex live together as a couple in a committed relationship with mutual responsibility for basic living expenses and each other's welfare. For details, see Domestic Partners Benefits on the Human Resources Web site.

Family and Medical Leave

The Family and Medical Leave (FML) Policy for Faculty provides full pay for full-time and intermittent leaves for a period of up to 12 weeks or its equivalent during any 12-month period. The leave is available to a faculty member for the following reasons:

- ✿ The birth of the faculty member's child in order to care for that child within 12 months of birth.
- ✿ The placement in the faculty member's home of a child for adoption or foster care.
- ✿ The care of the faculty member's spouse, domestic partner, child, or own parent who has a serious health condition.
- ✿ A serious health condition of the faculty member that renders him or her unable to perform the functions of his or her position.

For more information, see Human Resources Policy 129—Family and Medical Leave Policy for Faculty, which is available on the Human Resources and Provost's Web sites.

Lehigh Faculty Dual-Career Guidelines

The Lehigh Faculty Dual-Career Guidelines provide information on the procedures for hiring partners/spouses of faculty members to non-tenure-track and tenure-track positions at Lehigh. For more information, see page 11 of this brochure.

KEY LEHIGH WEB SITES

For additional information and resources for faculty:

Provost's Web site: <http://www.lehigh.edu/~inprv/>

Work/Life Balance for Faculty Web site: <http://www.lehigh.edu/~insloan/>

Human Resources Web site: <http://www.lehigh.edu/~inhro/>

Parenthood



Family and Medical Leave

The Family and Medical Leave (FML) Policy for Faculty provides full pay for full-time and intermittent leaves for a period of up to 12 weeks or its equivalent during any 12-month period. The leave is available to a faculty member who gives birth to a child and/or serves as the primary care giver of the child

within twelve months of the child's birth or adoption. In addition to submitting the Human Resources FML Request Form and other required certification to Human Resources, the faculty member should submit the Provost's Office FML Accommodation Form to his or her Department Chair, who will forward the form to the College Dean. The purpose of the Accommodation Form is to assist in academic planning. The FML policy and both forms are available on the Provost's Web site.

The Provost's Office provides \$5,000 to the department for each FML leave to help defray the cost of adjunct salaries for course replacement.

FULL-TIME FML LEAVE

The full-time FML for parenthood normally coincides with an academic semester. The faculty member fulfills the responsibilities of the remaining three weeks with research, scholarship, advising, committee service, or curricular development.

INTERMITTENT FML LEAVE (MODIFIED DUTIES)

A faculty member may take the FML on an intermittent basis. This arrangement releases the faculty member from teaching and service responsibilities during one semester, but allows the faculty member to remain research active and to supervise graduate students on campus several days per week. The faculty member should consult with the Department Chair and, if more information is needed, the Deputy Provost for Faculty Affairs.

Tenure Clock Extension for Parenthood

An untenured faculty member (assistant, associate, or full professor) who becomes the parent of a child by birth or adoption will automatically receive a one-year extension of his/her appointment by the Provost. The faculty member's probationary period will be extended by one year for each child, by birth or adoption, with a limit of two one-year extensions of the probationary period. This provision is implemented flexibly so that a faculty member may accept the extension at any time before his or her tenure package is sent to external evaluators for review. The faculty member also has the option to refuse the extension. Tenure candidates who receive extensions will be evaluated with the same academic standards as candidates who do not receive extensions. See the Provost's Web site and Rules and Procedures of the Faculty (R&P) 2.2.5.7 for more information on the policy and its implementation.



Lehigh Sloan Research Grants

Pre-tenure faculty who take an FML leave for parenthood or care of a family member are eligible for a Lehigh Sloan research grant. See page 9 for details.

Child Care

See page 10 for information on the Lehigh University Child Care Center (LUCC).

Family Illness: Spouse/Partner, Parent, Child



Family and Medical Leave

The Family and Medical Leave (FML) Policy for Faculty provides full pay for full-time and intermittent leaves for a period of up to 12 weeks or its equivalent during any 12-month period. The leave is available to a faculty member for the primary care of a spouse, domestic partner, child, or own parent who has a serious health condition. Medical certification must demonstrate that the patient requires assistance and the faculty member's presence would be necessary or beneficial. In addition to submitting the Human Resources FML Request Form and other required certification to Human Resources, the faculty member should submit the Provost's Office FML Accommodation Form to his or her Department Chair, who will forward the form to the College Dean. The purpose of the Accommodation Form is to assist in academic planning. The FML policy and both forms are available on the Provost's

Web site. The faculty member should consult with the Department Chair and, if more information is needed, the Deputy Provost for Faculty Affairs.

The Provost's Office provides \$5,000 to the department for each FML leave to help defray the cost of adjunct salaries for course replacement.

Tenure Clock Extension for Care of Family Member

An untenured faculty member (assistant, associate, or full professor) who takes an FML leave for primary care of a seriously ill spouse, domestic partner, child, or own parent may request from the Provost a one-semester extension of his/her appointment. Tenure candidates who receive extensions will be evaluated with the same academic standards as candidates who do not receive extensions. See the FML Policy for Faculty or contact the Deputy Provost for Faculty Affairs for more information on this policy.

Lehigh Sloan Research Grants

Pre-tenure faculty who take an FML leave for parenthood or care of a family member are eligible for a Lehigh Sloan research grant. See page 9 for details.

Personal Illness or Disability

Short Term Disability Policy

Salaried benefits-eligible faculty members are provided up to 26 weeks paid medical leave for their own illness or injury through the Short Term Disability Plan. During the two 15-week periods of the Fall and Spring semesters, short term disability leave time always counts as paid FML leave time as well.

Family and Medical Leave

The Family and Medical Leave (FML) Policy for Faculty provides full pay for full-time and intermittent leaves for a period of up to 12 weeks or its equivalent during any 12-month period. The leave is available for a serious health condition of the faculty member that renders him or her unable to perform the functions of his or her position. Medical certification is required. The faculty member must submit the Human Resources FML Request Form and other required certification to Human Resources as soon as possible.

The Provost's Office provides \$5,000 to the department for each FML leave to help defray the cost of adjunct salaries for course replacement.

Tenure Clock Extension for Personal Illness or Disability

An untenured faculty member (assistant, associate, or full professor) who takes a Short Term Disability/FML leave for personal illness or disability may request from the Provost an extension of his/her appointment. Faculty who experience a serious health condition or injury, but do not take a leave, may also request from the Provost—with certification from their medical provider—a tenure clock extension of up to one year. Tenure candidates who receive extensions will be evaluated with the same academic standards as candidates who do not receive extensions. See the FML Policy for Faculty or contact the Deputy Provost for Faculty Affairs for more information on this policy.

Disability Accommodation for Faculty

Lehigh University will provide reasonable accommodations, including auxiliary aids, to enable faculty members to perform the essential functions of their jobs and to participate in all University programs and activities. Please consult the Manual for Disability Accommodation for Faculty (A.D.A. Manual for Faculty) available on the Provost's Web site.

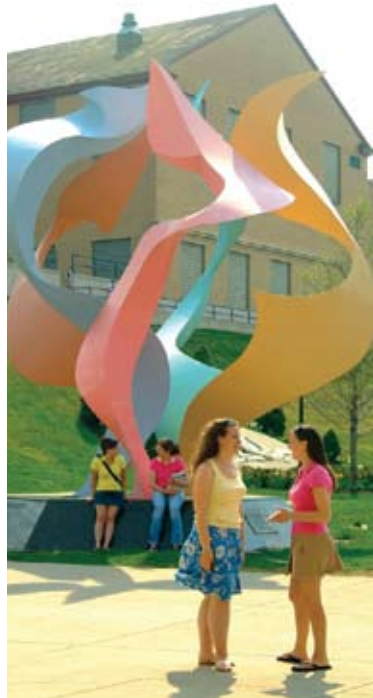
Lehigh Sloan Research Grants

Lehigh Sloan research grants are available to untenured tenure-track faculty who take an approved Family and Medical Leave (FML) for the care of a newborn or adopted child, or other family member. Research grants of \$6000 each are intended to help untenured faculty members sustain research productivity while caring for the child or other family member. Faculty are able to use these grants in ways they determine to be most useful: travel for research or conferences; computer equipment; research assistance; photocopies, microfilm, and other research materials; daycare; or house-keeping. Because of tax law and insurance requirements, specific guidelines govern the use of funds for specific purposes: see Lehigh Sloan Research Grant Reimbursement Guidelines.

Request Process

Eligible faculty will complete a request form indicating the dates of their FML leave for the care of a newborn or adopted child, or other family member. While a specific budget is unnecessary, the faculty member may find it useful to discuss his or her plans for the grant and the reimbursement process with the Deputy Provost for Faculty Affairs. The faculty member will forward the request form to the Department Chair and College Dean for their signatures. The Dean will send the signed form to the Provost's Office.

More information and forms are available on the Work/Life Balance for Faculty Web site: <http://www.lehigh.edu/-insloan/>.



Child Care Center

The Lehigh University Child Care Center (LUCC), founded to serve Lehigh faculty, staff and students, exists to encourage and support each child to grow to her/his fullest potential in all areas of development. The center, being an extension of the family, promotes the enhancement of skills, which help children to develop positive self-esteem, self-confidence, and verbal communication skills.

LUCC is licensed by the Pennsylvania Department of Public Welfare and the Bethlehem Health Bureau. The center is accredited by the National Academy of Early Childhood Programs, a division of the National Association for the Education of Young Children.

Children from six weeks to five years old are eligible to receive care at LUCC. There are three separate classrooms for infants/babies, toddlers, and preschoolers. Children are placed in groups according to developmental ability, maturity, and chronological age.

The center is located on Lehigh University's Goodman Campus in the graduate student housing complex. The address is 5 Duh Drive, Bethlehem, PA 18015. The center is open from 7:30 a.m. to 5:30 p.m., Monday through Friday. To contact Kathy Calabrese, Center Director, call 610-758-5437 between the hours of 11:00 a.m. and 5:30 p.m. or e-mail kc06@lehigh.edu. Web site: <http://www.lehigh.edu/~inlucc/>.

Faculty Dual-Career Programs & Guidelines

Faculty Dual-Career Assistance Program

The Faculty Dual-Career Assistance Program is a joint effort of the Alumni Association and the Office of the Provost to aid the partners/spouses of prospective and current Lehigh faculty members who are seeking employment. Using a blended learning approach to meet career needs through individual career coaching, the program successfully fuses personal service with on-demand technology to support participants through their search.

Job Search vs. Job Placement: The Faculty Dual-Career Assistance Program provides invaluable support in job search efforts and success. However, the University cannot guarantee job placement. The success and length of a job search will depend upon several factors including: the economy, the time and methods dedicated to the search, and the type of position sought.



Eligibility and Contact Information: The spouses/partners of faculty candidates who are being recruited to Lehigh and current faculty members are invited to participate in the program. For the partners/spouses of top candidates or newly recruited faculty, department chairpersons should contact program director Lori Kennedy at lbk4@lehigh.edu to begin the consulting/networking process. For the partners/spouses of current faculty, the faculty member should contact Lori Kennedy directly. For more information, visit <http://www.lehigh.edu/~insloan/facultydualcareerassistanceprogram.html>.

Higher Education Recruitment Consortium (HERC)

Lehigh University is a member of the NJ/Eastern PA/DE HERC, a collaborative response to the challenges of academic recruitment and retention and is specifically geared toward finding effective ways to assist the partners/spouses of faculty and staff to secure area employment and to address issues of faculty and staff diversity. Headquartered at Princeton University, HERC members include a range of colleges and universities. A vital aspect of the HERC is the Web-based search engine that includes faculty and staff job listings at all member institutions. The central location of job postings and regional resources as well as the Web site's ability to accommodate dual-career searches distinguishes the HERC from other employment Web sites. For more information on the HERC, visit www.njepadeherc.org.

Lehigh Faculty Dual-Career Guidelines

Lehigh maintains a list of open faculty and staff positions at Lehigh: http://www.lehigh.edu/~inhro/employment_jobs.html. Faculty partners and spouses are invited to apply for positions that match their credentials and career goals. Lehigh has established university-wide guidelines for: A) hiring the partner/spouse of a faculty member to a non-tenure-track position; B) hiring the partner/spouse of a faculty member to a tenure-track position. Allocation of a faculty position for a dual-career partner/spouse will address demonstrated university needs and goals as articulated in college strategic plans. In addition, there must be an appropriate fit between the qualifications of the individual and the available or proposed position. See <http://www.lehigh.edu/~insloan/>.

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