

# Faculty Dual Career Program

*D C Connect—Your Dual Career Connection*

Faculty candidates at Lehigh University often come with a partner who is a talented and skilled professional who is also looking for work in the Greater Lehigh Valley region. In many cases, finding a suitable career for a spouse/partner is a determining factor in the decision to accept and stay in a position at Lehigh University. While Lehigh presents a number of strategies to address the dual career issues, the university cannot guarantee placement for faculty partners and spouses.

## Services Offered

Life & DC Connect offers a diverse range of resources to meet the needs of recruited and recently hired faculty and their accompanying spouse/partners. We do not guarantee employment, but we will provide personal assistance in the job search process with the following services and resources:

- Job search assistance
- Dual Career identification for Lehigh positions
- Assistance with CV/resume writing, cover-letter preparation and interview coaching.
- Assistance identifying employment opportunities both inside and outside Lehigh University.
- Sharing networking opportunities with hiring entities at Lehigh University and area employers.

## Lehigh's Online Employment Listing

Lehigh maintains an online list of open faculty and staff positions at Lehigh: [hr.lehigh.edu/careers](http://hr.lehigh.edu/careers). Faculty partners and spouses may apply online for positions that match their credentials and career goals.



## Higher Education Recruitment Consortium (HERC)

Lehigh University is a member of the NJ/Eastern PA/DE HERC, a collaborative academic recruitment and retention website geared toward finding effective ways to assist the partners/spouses of faculty and staff to secure employment. As a member of HERC, we encourage you to set up your personal account, upload your resume, set up job alerts and to fully utilize the many HERC resources available.

[www.njepadeherc.org](http://www.njepadeherc.org).

## Lehigh Valley Inter-Regional Networking & Connecting Consortium (LINC)

Lehigh is a member of LINC, which uses a personal approach to help you and your family as you transition in the region. LINC provides needed information and recommended connections to help alleviate our relocation stresses and concerns. To help you further with dual career assistance and community transition, over the course of one year, LINC offers:



- As a point of contact to answer your questions
- As a reference to identify needed resources
- As a connector to area business, community, and employment networks

*LINC is an employer referral based program and is a paid service by the university.*

# DCConnect

For more information on Faculty Dual Career and available resources,

Visit [dcconnect.lehigh.edu](http://dcconnect.lehigh.edu)

# Faculty Work Life Balance and Dual Career Information



# LEHIGH UNIVERSITY

October 2017

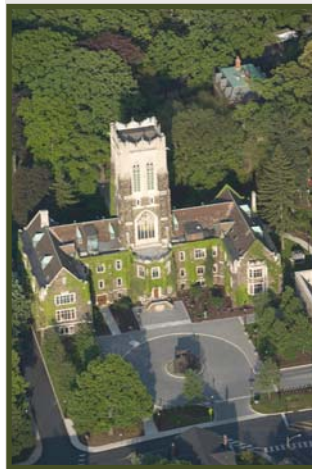
## Work / Life Balance for Lehigh Faculty

### Lehigh's Work/Life Balance policies and programs

A comprehensive list of resources for faculty and information on work/life balance can be found on the Office of the Provost website at: [www.lehigh.edu/provost](http://www.lehigh.edu/provost)

### 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. See [hr.lehigh.edu](http://hr.lehigh.edu)



### 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. Consult the A.D.A. Manual for Faculty is located on the Provost website: [www.lehigh.edu/provost](http://www.lehigh.edu/provost)

### Lehigh University Child Care

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.

The LUCC is licensed by the PA Department of Public Welfare and the Bethlehem Health Bureau, and accredited by the National Academy of Early Childhood Programs, a division of the National Association for the Education of Young Children. Visit [www.lehigh.edu/~inlucc](http://www.lehigh.edu/~inlucc)

## Faculty Medical Leave

### 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 (26 weeks for care of a family member disabled while on active duty in the armed services) or its equivalent during any 12-month period. 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 for Parenthood

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 may take full-time FML. Parenthood leave normally coincides with an academic semester, and the faculty member fulfills the responsibilities of the remaining weeks with research, scholarship, advising, committee service, or curricular development.

### Intermittent FML (Modified Duties) for Parenthood

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. Consult with the Department Chair, and if necessary, the Deputy Provost for Faculty Affairs.

### Family and Medical Leave for Family Care

Full-time or intermittent family care FML 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.

### Family and Medical Leave for Personal Illness or Disability

A faculty member may take the FML on a full-time or intermittent basis. Personal illness or disability FML 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.

## Extension for Probationary Period: untenured faculty members (assistant, associate, or full professor)

### Parenthood

Becoming a parent of a child by birth or adoption: faculty will automatically receive a one-year extension of his/her appointment by the Provost (the faculty member has the option to refuse the extension). This provision also applies to an untenured faculty member who, at the start of his or her tenure-track position, has a child or children under six years old.

### Care of Family Member

Faculty may request from the Provost a tenure-clock extension of one semester or one year due to:

- Primary care of family member or domestic partner for serious health condition;
- Placement of child in faculty member's home for foster care;
- A qualifying emergency arising out of the fact that the employee's family member or domestic partner is on active military duty or is called to active duty.



### Personal Illness or Disability

Faculty who experience a personal illness or disability may request from the Provost a tenure-clock extension of one semester or one year.

### For Other Reasons

Faculty may request from the Provost a tenure-clock extension of one semester or one year due to:

- Faculty member's own disabling health condition;
- Public or military service;
- Extreme personal hardship such as death of a partner/spouse or child;
- Any reason—granted in the year prior to the final probationary year.

***The maximum length of the probationary period with all extensions is eight years. Tenure candidates who receive extensions will be evaluated with the same academic standards as candidates who do not receive extensions.***

## Lehigh Sloan Research Grants

### 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 may use these grants in ways they determine to be most useful: travel for research or conferences; computer equipment; research assistance; photocopies, microfilm, research materials; daycare; or housekeeping. Tax law and insurance requirements govern the use of funds for specific purposes.

*The Lehigh Sloan Grants were initially funded in 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 is committed to helping faculty members balance the responsibilities of their professional and private lives. The university's efforts have evolved over the past decade and will continue into the future as we work for greater flexibility in faculty careers.***