



**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. For current details about Lehigh's Work/Life Balance policies and programs, visit our website: at <http://www.lehigh.edu/~inprv/faculty/worklifebalance.html>.

### Key Lehigh Websites

Office of the Provost: <http://www.lehigh.edu/~inprv/>

Work/Life Balance for Faculty:

<http://www.lehigh.edu/~inprv/faculty/worklifebalance.html>

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

For a comprehensive list of resources for faculty:

<http://www.lehigh.edu/~inprv/faculty/hiring/search10-16.html>

### Faculty Dual Career Assistant Program (FDCAP)

The program assists partners/spouses of prospective and current Lehigh faculty members who are seeking employment. A blended learning approach supports participants through their search, providing personal service, on-demand technology, and individual career coaching.

While the FDCAP provides invaluable support in job search efforts, 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. For more information, visit <http://www.lehigh.edu/~inprv/faculty/dualcareer.html>.

### Lehigh Faculty Dual Career Guidelines

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. Review the Faculty Dual Career Guidelines at <http://www.lehigh.edu/~inprv/faculty/howwork.html>.

### Lehigh's Online Employment Listing

Lehigh maintains an online list of open faculty and staff positions at Lehigh: [http://www.lehigh.edu/~inhro/employment\\_jobs.html](http://www.lehigh.edu/~inhro/employment_jobs.html). 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. The web-based search engine includes faculty and staff job listings at a wide range of college and university member institutions. For more information, visit <http://www.njepadeherc.org>.

### 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.

For more information, including eligibility and forms, visit <http://www.lehigh.edu/~inhro/policies.html>.

### 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. For more information, visit <http://www.lehigh.edu/~inhro/policies.html>.

### 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 at:

[http://www.lehigh.edu/~inprv/pdfs/resources\\_and\\_forms\\_adamanual.pdf](http://www.lehigh.edu/~inprv/pdfs/resources_and_forms_adamanual.pdf).

### 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 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 <http://www.lehigh.edu/~inlucce/>.

### Tenure-Clock Extensions for 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: a) Primary care of family member or domestic partner for serious health condition; b) Placement of child in faculty member's home for foster care; c) 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: a) Faculty member's own disabling health condition; b) Public or military service; c) Extreme personal hardship such as death of a partner/spouse or child; d) 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. See <http://www.lehigh.edu/~inprv/faculty/tenureclockextension.html>.*

**Rules and Procedures of the Faculty (R&P)** Review promotion and tenure details at: [http://www.lehigh.edu/~inprv/pdfs/r\\_and\\_p.pdf](http://www.lehigh.edu/~inprv/pdfs/r_and_p.pdf).

**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 <http://www.lehigh.edu/~inhro/policies.html>.