

## **For TENURE-TRACK and TENURED Faculty:**

### **Eligibility**

- All faculty in the Tenure-Track and Tenured classification and experienced the birth or adoption of a child.

### **Notification**

- TTF should notify their department head as soon as possible.
- Department heads will notify their dean. The college dean will discuss policies and procedures with the department head.

### **Release Time After Birth or Adoption**

- The designations “Term One,” “Term Two,” and “Term Three” refer to standard terms in the academic year. Summer session does not count for the purposes of this policy.
- The faculty member will be granted the remainder of Term One (the term in which the child was born or adopted) released from duties at full salary without the use of sick leave, vacation, or disability.
- The faculty member can choose to use any combination of sick leave, vacation, or short-term disability to be released from duties for Term Two.
- The faculty member will be released from teaching for Term Three. The faculty member may also choose to use sick leave or vacation to be released from all duties during Term Three.

### **Review Clock**

- The “review clock” for all reviews will be automatically stopped for one year after the birth or adoption of a child.
- Faculty may waive the stopping of the review clock by informing their department head. The waiver should be documented and the date of the review agreed to by the faculty member and the department head.

## **For SENIOR I and SENIOR II INSTRUCTORS:**

### **Eligibility**

- All Career NTTF Instructors who have achieved promotion and experienced the birth or adoption of a child.

### **Notification**

- Senior Instructors should notify their department head as soon as possible.
- Department heads will notify their dean. The college dean will discuss policies and procedures with the department head.

### **Release Time After Birth or Adoption**

- The designations “Term One,” “Term Two,” and “Term Three” refer to standard terms in the academic year. Summer session does not count for the purposes of this policy.

- The faculty member will be granted the remainder of Term One (the term in which the child was born or adopted) released from duties at full salary without the use of sick leave, vacation, or disability.
- The faculty member can choose to use any combination of sick leave, vacation, or short-term disability to be released from duties for Term Two.
- The faculty member will be released from one course for Term Three. The faculty member may also choose to use sick leave or vacation to be released from all duties during Term Three.

### **Review Clock**

- The “review clock” for all reviews, including renewal review, will be automatically stopped for one year after the birth or adoption of a child.
- The faculty member’s contract will be extended by one year at the same FTE rate for the year in which they took leave. If the leave spanned two academic years, the FTE will be the average of the two years.
- Faculty may waive the stopping of the review clock by informing their department head. The waiver should be documented and the date of the review(s) agreed to by the faculty member and the department head.

### **For SENIOR I and SENIOR II RESEARCHERS:**

#### **Eligibility**

- All Career NTTF Researchers who have achieved promotion and experienced the birth or adoption of a child.

#### **Notification**

- Senior Researchers should notify their Principal Investigator as soon as possible.
- Principal Investigators will notify the Vice President of Research and Innovation. The Vice President of Research and Innovation will discuss policies and procedures with the Principal Investigator.

#### **Release Time After Birth or Adoption**

- The designations “Term One,” “Term Two,” and “Term Three” refer to standard terms in the academic year, including Summer Session.
- The faculty member will be granted the remainder of Term One (the term in which the child was born or adopted) released from duties at full salary without the use of sick leave, vacation, or disability.
- The faculty member can choose to use any combination of sick leave, vacation, or short-term disability to be released from duties for Term Two.
- The faculty member may choose to use sick leave or vacation to be released from all duties during Term Three.

### **Review Clock**

- The “review clock” for all reviews, including renewal review, will be automatically stopped for one year after the birth or adoption of a child.

- The faculty member's contract will be extended by one year at the same FTE rate for the year in which they took leave. If the leave spanned two contract years, the FTE will be the average of the two years.
- Faculty may waive the stopping of the review clock by informing their Principal Investigator. The waiver should be documented and the date of the review(s) agreed to by the faculty member and the PI.