

## MEMO

Date: 10/27/2011

To: Faculty Handbook Committee

From: Ad hoc Leave Committee: Peter Mehl, (Chair), Janet Wilson, Cathy Acre, Jennifer Parrack, Jim Hikins, Graham Gillis and John Vanderslice

In spring 2011, Associate Dean Mehl asked Provost Grahn if we could convene an ad hoc committee to study UCA's leave policy for 9-month faculty. Dean Mehl had himself encountered a number of situations where faculty requesting maternity leave were confused by the current policy in the Faculty Handbook. He had also heard about a variety of arrangements that had been made to cover faculty on leave. The current Faculty Handbook says the following:

### **VII. Sick Leave (pp. 54-55, Faculty Handbook, May 2009)**

A collegial approach is followed in the case of illness of a nine-month faculty member. When illness occurs, faculty members are expected to notify the department chair so that appropriate arrangements may be made for class meetings and any other obligations for which the faculty member may have made a commitment. As needed, colleagues are asked to assume class responsibilities. Sick leave will be limited to six consecutive months leave with pay. Leave without pay may be granted at the discretion of the university president upon recommendation of the provost.

Provost Grahn consulted with then Faculty Senate president Lynn Burley and then Faculty Handbook chair John Parrack. Both agreed that an ad hoc committee to review and revise our current policy was needed. An ad hoc committee was constituted in consultation with the Deans and Faculty Senate. The main points of concern were variances across colleges regarding the amount of time for maternity or sick leave and how such leave was covered. Currently leave is covered by a collegial policy; colleagues are just expected to take additional students and /or sections as an unpaid overload. This puts the faculty requesting leave in a difficult position, and creates an expectation that faculty asked will have to forgo other responsibilities to take on additional students and /or sections. In other cases, chairs and deans find resources to cover sections for faculty on leave with adjunct faculty, but this is not assured. Such ad hoc responses create conditions of inequity across departments and colleges. Finally, the current policy is out dated, not addressing maternity/parental leave, leave to care for relatives nor leave for family members of those in the military. We propose the attached policy to set uniform time periods for types of leave and a uniform policy for covering faculty leave when it is for longer than two weeks. This policy will necessitate that the Provost's Office have instructional reserves set aside to cover sections for faculty who need leave. Assuming a 12-week leave for a faculty member with a 4-course load, and using overload pay of \$174 a week (\$2600 prorated), \$8,352 would be

needed for one 12-week leave period. Over the last three years we have had seven requests for maternity leave, and two 6-month leaves for medical reasons. Given past leave requests, we estimate that \$50,000 (plus fringes) in instructional reserves should be set aside each year to cover possible leave requests.