

FACULTY FAMILY POLICY

This Policy establishes rules governing leaves and extensions of tenure probationary periods by faculty members for childbirth, adoption placement, and/or childrearing. Any leave hereunder is independent of a personal leave taken in accordance with the provisions of the Family Medical Leave Act.

I. ELIGIBILITY

This Policy applies to:

1. full-time, benefits-eligible tenured or tenure-track faculty; and
2. other full-time, benefits-eligible instructional faculty who, at the time of the birth or adoption, have completed three years of continuous full-time service on the Illinois Tech faculty or who are serving on an academic appointment of three years or longer at the time of the leave.

This Policy does not apply to persons who hold research faculty positions.

II. QUALIFYING CIRCUMSTANCES

A. Leave for Childbirth

Paid leave is provided to eligible faculty members for childbirth. If a medically certified disability arises as a result of pregnancy or childbirth which renders the faculty member unable to work, before or after the academic term in which the faculty member takes this childbirth leave, the faculty member may be eligible for additional leave under other Illinois Tech policies and/or applicable law. A faculty member who takes leave for childbirth is not eligible to take childrearing leave for the same child.

B. Leave for Adoption

Paid leave is provided to eligible faculty members for adoption of a child. A faculty member who takes a leave for adoption of a child is not eligible to take childbirth leave for the same child.

C. Leave for Childrearing

Paid leave is provided to eligible faculty members who are at least fifty-percent responsible for the provision of care for their dependent child. A faculty member is only entitled to a leave for childrearing if they have not taken a leave for childbirth or adoption of the same child.

III. LENGTH AND TIMING OF LEAVES

The maximum amount of leave that may be taken under the Faculty Family Leave Policy is one semester (fall or spring), subject to all terms, conditions, and limitations of the Policy

A. Childbirth and Adoption Leave

The leave is for one semester. This leave must be taken during the academic term in which the birth or adoption takes place or during the academic term immediately

following the birth or adoption. If the birth occurs during a semester, the faculty member may either take that whole semester off or wait until the following semester and take the following semester off. Leave may not be divided between semesters. The faculty member must notify their dean of their intention to take such a leave at least 60 days prior to the beginning of the academic term during which the leave will take place, except that in cases of adoption a shorter notification period will be permitted if, due to the circumstances, it is not possible to provide 60 days' notice; however, notice must be provided as soon as possible prior to the anticipated adoption placement date.

B. Childrearing Leave

The leave is for one semester. This leave must commence within 12 months of the birth or adoption of the child. Requests for childrearing leave will only be granted upon recommendation of the requester's dean and the approval of the Provost. In general, such a leave will be granted unless the dean and provost determine, in their sole discretion, that granting the requested leave would result in an undue burden to the department given its then-current circumstances. Relevant factors that will be considered in evaluating any such request will include, without limitation, the staffing of the department, the number of faculty members already scheduled for leave, the number of enrolled students, and class loads. The faculty member must submit a request for leave to their dean at least 60 days prior to the beginning of the academic term requested as the leave period.

IV. WORK RESPONSIBILITIES DURING LEAVES FOR CHILDBIRTH, ADOPTION, OR CHILDREARING

A faculty member on leave for childbirth, adoption or childrearing will not be required to teach or to fulfill such other University service responsibilities as membership on committees; however, they are expected to retain responsibility for (i) the submission of grant proposals and (ii) any necessary supervision of students pursuing such work as undergraduate senior research or project courses and masters or doctoral research.

Faculty members who wish to take their leave the semester following the birth or adoption placement of the child must arrange in advance for the coverage of any classes they may need to miss during the semester of the birth or adoption placement. These arrangements must be approved by the department chair and dean in advance of the expected due date or anticipated adoption placement date. It is expected that time off during the semester of the birth or adoption placement pursuant to this Article IV should be as limited in duration as possible if the leave is taken the following semester. If the faculty member requests leave the semester following the birth or placement for adoption but is unable to fulfill their teaching responsibilities during the semester the birth or adoption takes place, they may request leave under the Family Medical Leave Act (FMLA). Pay status for faculty who take leave under the FMLA will be determined on a case by case basis.

V. TENURE CLOCK EXTENSION

In addition to being eligible to take a leave for childbirth, adoption or childrearing pursuant to this Policy, a faculty member will be eligible for an extension of their pre-tenure probationary period because of the childbirth, adoption or rearing of a dependent child. A faculty member's ability to

seek an extension of their pre-tenure probationary period shall not be dependent on whether they took a leave for childbearing, adoption or childrearing. Specifically, up to a one-year extension will be granted to mothers following childbirth and to parents following adoption, and up to an additional one-year extension for childrearing may be granted to a parent who is at least fifty-percent responsible for the provision of care for their dependent child. The extension of the pre-tenure probationary period will not exceed a total of two years within a faculty member's pre-tenure probationary period at IIT, regardless of the number of children born to and/or adopted by the faculty member.

In cases of birth or adoption of a child, approval for extension of the pre-tenure probationary period for one year (or such lesser period as requested) will be automatic upon written request by the faculty member in accordance with Appendix R of the Faculty Handbook. In cases of childrearing, approval for extension of the pre-tenure probationary period will be discretionary, and requests for such an extension based upon childrearing will be made and evaluated in accordance with Appendix R of the Faculty Handbook.