FACULTY

POLICY NUMBER: 6.14

REVISED AS OF: June 1, 1994

FACULTY MATERNITY LEAVE WITH PAY

A. Eligibility - A full time faculty member holding the rank of lecturer, instructor, or assistant professor and above, tenured or untenured, normally after residence of at least one academic year in the school is eligible for benefits under this policy.

B. Term of Leave - The maximum term of leave is one semester during the academic year.

C. Application and Approval of Procedures

1. A faculty member wishing to apply for maternity leave should apply to the Provost through her departmental Chair and Dean.

2. Normally, the application must be submitted at least six months in advance of the requested leave to ensure adequate time for necessary planning of budget and teaching assignments.

3. The Dean shall forward to the Provost a brief statement explaining the arrangement of teaching schedules which makes the leave possible and what, if any, budgetary provisions will have to be made for part-time teaching during the faculty member's leave.

4. Requests for exceptions to this policy must be submitted to the Dean through the department Chair and approved in advance by the Provost.

5. If untenured, the faculty member's application for leave may include a written request that the tenure clock be stopped during the term of the leave.

6. Approval of maternity leave will stop the accumulation of time leading to eligibility for faculty leave and research fellowship programs during the term of the maternity leave.