



# WELLESLEY COLLEGE FACULTY HANDBOOK

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## I. INTRODUCTION

The professional responsibilities of the faculty are defined by our common commitment to learning in all of its various dimensions. The college expects its faculty to adhere to the highest standards of honesty and integrity as they carry out their scholarly work, as appropriate to and required by the scholarly norms of their individual disciplines. In addition, the college expects faculty to be dedicated teachers with a significant commitment to scholarly accomplishment and to active participation in the life of the college community.

The goals of teaching are to transmit knowledge, encourage critical thought, and engage students in the process of inquiry. Energetic engagement in the classroom and serious commitment to the intellectual growth of all students are essential ingredients of an effective teacher. The goals of scholarship are the production of new knowledge, the encouragement of a sustained intellectual life, and the use of this intellectual engagement to enliven discussion in the classroom and within the college community and beyond. An additional hallmark of scholarship is involvement in professional life within and beyond the boundaries of the college. The goals of service are to create an inclusive, cohesive community of scholars and to sustain and enhance the central role that faculty governance plays in the liberal arts tradition. Furthermore, service to the college sustains and enhances the quality of the faculty and the excellence of the academic program.

The purpose of this handbook is to provide a convenient source of information about regulations, policies and procedures governing faculty affairs. It also describes benefits and resources available to faculty as well as other policies related to employment at the college. The information given here is intended as a guide to the processes relating to faculty but does not serve as a substitute for college legislation. All policies and procedures are subject to change without prior notice.

All faculty members are expected to be familiar with this handbook and to abide by it. Failure to abide by the regulations, policies and procedures outlined in this handbook may be documented in faculty members' official files and/or may affect appointments or salary decisions made by the college.

For the purposes of this document, the term "faculty" refers to all officers of instruction whose appointment at Wellesley College involves teaching – full-time or part-time, with or without tenure, eligible for tenure or ineligible, assigned to membership in the faculty ranks or unassigned. Included are tenured and tenure-eligible faculty, faculty on term appointments, physical education recreation and athletic faculty, assistant coaches and instructors, instructors in science laboratory, language instructors, postdoctoral fellows with instructional responsibilities, performing music faculty, and other instructional staff, as appropriate. The term "department chair" is understood to refer also to "program director" in the case of interdepartmental programs. References to the "provost/dean of the college" can generally be interpreted to mean the provost and dean of the college and/or the dean of faculty affairs and/or the dean of academic affairs, as appropriate.

## II. OFFICERS OF THE COLLEGE

A list of the members of the college's senior leadership may be found [here](#).

## III. FACULTY RESPONSIBILITIES

It is the responsibility of all faculty members not on paid or unpaid leave to be available for college obligations throughout the working week during the academic year – from Orientation until the end of examination period in December and from the beginning of the spring semester until Commencement. Faculty members are expected to arrange their personal schedules to be available for the full range of on-campus obligations (including department and committee meetings), to maintain regular office hours and to be available to meet with students throughout the academic year. If unusual personal circumstances require a different pattern of availability over an extended period of time, faculty members should make arrangements in advance with their department chair and the provost/dean of the college.

### ***A. Teaching***

Faculty members are expected to meet all scheduled classes. Occasionally, faculty members may experience a conflict between a scheduled class and another professional activity, such as attendance at a conference, or may need to cancel class due to a family emergency, an illness, or a religious obligation. In such cases, it is the faculty member's responsibility to inform students and his or her department chair as far in advance as possible, and to arrange either appropriate alternative activities or make-up sessions for missed classes. Those who find it necessary, under extraordinary circumstances, to be absent from more than two classes in any one course during a semester must request approval from the provost/dean of the college.

Faculty are also expected to:

- be available to teach at all levels of the curriculum (*tenured and tenure-track faculty only*);
- engage in creative and innovative teaching;
- be available to teach at a variety of times and days across the class schedule;
- adhere to the registrar's class schedule and to the registrar's deadlines for submitting grades;
- abide by the college's grading policy;
- abide by departmental decisions regarding curriculum and teach courses in support of departmental needs and goals;
- direct student independent work, as appropriate;
- provide timely and discriminating evaluations of student work;
- contribute to college-wide teaching initiatives, such as the writing program and first year seminar program, as appropriate; and
- abide by [Articles of Government Book II](#) relating to instruction.

In addition, faculty who know the work of a student sufficiently well to write letters of recommendation are expected to perform this service. To avoid undermining a student's application, faculty members are asked to complete the recommendations by the deadlines

specified as long as the student has provided sufficient advance notice. While faculty members are not obligated to write a letter for every student who asks, agreeing to do so incurs the obligation to write and return the letter in a timely fashion.

## **B. Scholarship**

*Tenured and tenure-track faculty* are expected to:

- demonstrate scholarly growth and achievement by publication of original research or by exhibition/performance of creative work, as appropriate;
- present the results of their research at professional meetings;
- maintain college activity sheets;
- engage students as active partners in their scholarship, as appropriate; and
- engage in service on visiting committees, peer review of scholarship, or tenure and promotion reviews at other institutions.

In addition, *all faculty* are expected to:

- contribute to their area of expertise through intellectual leadership, presentations, book and literature reviews, and/or other forms of professional activity, as appropriate;
- engage in activities that promote professional development and improve the quality of scholarship and teaching at the college; and
- abide by rules and regulations regarding ethical standards of research including safety regulations and approval by the institutional review board and the institutional animal care and use committee, as appropriate.

## **C. Service**

*Tenured faculty* are expected to:

- be available to serve as department chair; and
- serve on Reappointments and Promotions (R&P) committees, participate fully in R&P deliberations, and vote on recommendations to the Committee on Faculty Appointments (CFA) or the Provost's Office.

In addition, *tenured and tenure-track faculty* are expected to:

- attend department meetings regularly;
- serve on departmental committees and comply with all reasonable requests of the department chair;
- be willing to assume departmental duties, as appropriate;
- serve on college-wide committees (except that faculty in their first year at the college are excused from service on committees of Academic Council);
- be active in the various fora and activities that constitute extra-curricular learning or contribute to the governance and well-being of the college; and
- serve as first-year advisors.

All other members of the faculty and instructional staff are expected to participate in departmental and college-wide activities as required by appointment guidelines or as appropriate. When on full leave from the college (parental, sabbatical, personal, medical, professional) faculty are normally excused from service obligations to the college. Faculty

on partial leaves or faculty not teaching in a given semester because they are on the Early Retirement Program are normally expected to perform their usual service obligations.

All teaching faculty are members of Academic Council with a responsibility to participate in shared faculty governance.

## **IV. ROLES AND RESPONSIBILITIES OF CHAIRS, R&P COMMITTEES, DEPARTMENT MEMBERS, AND THE PROVOST'S OFFICE**

Individual faculty members have particular responsibilities, as outlined above. However, the individual also fits into a larger governance structure at the departmental and college levels. Below, we describe the roles and responsibilities of others in the academic division (the department chair, the R&P committee, and the Provost's Office) in order to clarify the relationship between those acting as officers of the college and individual members of the faculty.

### ***A. Chairs' Responsibilities***

Chairs and program directors play a key role in building and sustaining a culture of excellence in academic programs at the college. Chairing provides the opportunity to exert leadership and to advance the mission of the college in the context of a particular discipline or interdisciplinary field. The chair guides colleagues in defining and implementing the curriculum, upholding standards of academic freedom and excellence, mentoring and evaluating colleagues and staff, recruiting and advising students, forming collaborations with other departments and programs, long-term planning, and ensuring responsible use of the college's resources. The chair also plays a conspicuous role in maintaining an atmosphere of collegiality and professionalism in the department or program.

In many instances, the chair is asked to represent the department and/or departmental interest in the larger college and external community. There are also numerous managerial functions for which the chair is directly responsible, or which he/she is responsible for delegating to others. Many of these functions can be carried out with the assistance of (or delegated to) the departmental administrative assistant. Because of the differences in size and complexity of departments and programs at the college, the responsibilities described here apply in varying degrees to different chairs and directors.

#### **1. Regarding faculty**

Chairs have responsibility to:

- preside, as appropriate, over evaluation of departmental faculty, including the scheduling and supervising of annual conversations and class visits, scheduling and chairing of Reappointments and Promotions Committee meetings, preparing (or delegating the preparation of) appointments recommendations to the CFA<sup>1</sup>;
- review grades and ensure that there is regular discussion of departmental grading patterns;

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<sup>1</sup> The department chair is usually, but not always, the chair of the departmental R&P committee.

- oversee conduct of tenure-track searches and recruitment of faculty on term appointments, in consultation with departmental committee;
- oversee departmental preparation for and participation in visits by external visiting committees;
- submit staffing requests to the Provost's Office;
- coordinate staffing of classes offered by the department to meet the interests of students and the requirements of the field of study;
- comply with the registrar's instructions on distributing class offerings across the academic day and week;
- notify the registrar of classes cancelled because of low enrollment or any other reason;
- assign faculty to departmental committees and other departmental service, as needed; and
- advise the provost/dean of the college on retention of members of the department who receive offers of appointment at other institutions.

## **2. Regarding departmental staff**

Chairs have responsibility to:

- supervise activities of administrative and other support staff;
- approve the weekly web time sheet;
- evaluate performance of support staff; and
- recruit new staff.

## **3. Regarding students**

Chairs have responsibility to:

- counsel and advise majors, or delegate responsibility to others;
- sign major and transfer credit forms, or delegate responsibility to others; and
- provide opportunities within the department for students to resolve difficulties or address complaints.

## **4. Regarding curriculum**

Chairs have responsibility to:

- oversee preparation of the departmental curriculum and its submission to the Committee on Curriculum and Academic Policy (CCAP);
- schedule departmental courses and (as appropriate) labs and discussion sections (bearing in mind the preferences of department members, but with the authority to override individual preferences in order to adhere to the registrar's instructions on course schedule);
- coordinate departmental offerings with those of other departments; and
- act as departmental contact to CCAP or delegate responsibility to others.

## **5. Regarding budget**

Chairs have responsibility to:

- prepare departmental budget (including use of endowed funds and gifts, if applicable);



- develop process for distribution of specific funds (e.g. student entertainment, departmental faculty research);
- monitor departmental funds and expenditures and adhere to authorized budget; and
- process and approve departmental expenditures within the guidelines set forth by the Controller's Office.

## **6. Other**

Chairs have responsibility to:

- inform the Provost's Office of anticipated space needs;
- preside at department meetings;
- act with power in cases of emergency;
- act as an agent of the college and implement college policies (as documented in college-wide policies);
- represent department/program at chairs' meetings and other college functions, as required;
- act as principal liaison with the Provost's Office;
- coordinate events for students, e.g. department open house for accepted students, orientation for sophomores interested in declaring majors, reception for graduating seniors; and
- submit annual report to the Provost's Office.

### ***B. Responsibilities of Reappointments and Promotions (R&P) Committees***

In addition to the appointments-related functions and responsibilities assigned to R&P committees by college legislation, members of R&Ps are expected to:

- coordinate sabbatical leaves to cover the curricular needs of the department;
- assist in the mentoring of faculty colleagues who are more junior; and
- advise the chair on policy and personnel.

### ***C. Policy for R & P Participation While on Leave***

The college's usual expectation is that faculty on leave will not participate in R&P committees. However, there have been a sufficient number of occasions when faculty members on leave have opted to continue serving that the CFA has established a clear policy on this matter. This policy was approved in Academic Council on May 4, 2011.

Faculty members who are on a one-semester leave may serve on an R&P committee only if they participate in all of the reappointment, tenure, and promotion business of the committee that occurs while they are on leave. Faculty members who are on a one-year leave may choose to serve on an R&P committee for either one semester or for the entire year of their leave, but again with the understanding that they participate in all of the reappointment, tenure, and promotion business of the committee that occurs during the period in which they opt to serve. If a faculty member plans to participate, the decision of which semester(s) and which R&P committee(s) she or he will participate in must be communicated to the CFA and the R&P chair before the end of the first week of the fall semester of the academic year during which the faculty member will be on leave in order to

avoid unnecessary replacements or additions to an R & P committee. This policy applies both to a faculty member's home department/program R&P committee and also to any R&P committee of which that individual is an outside member.

If a faculty member is a member of more than one R&P committee, the decision to participate in one R&P committee during a leave does not require participation in any other R&P committees during the leave. A faculty member's non-participation in an R&P committee during his or her leave shall not be considered as a factor influencing the faculty member's future promotion and/or merit review. A faculty member who does not participate in his or her R&P committee(s) while on leave may still contribute to a review process by writing an unsolicited letter to the CFA.

#### ***D. Shared Responsibilities of Department Members***

All department members are expected to:

- mentor and guide more junior departmental colleagues;
- participate in tenure-track searches and recruitment, as appropriate;
- participate in preparation for and conduct of visits by departmental external visiting committees;
- contribute up-to-date information, as requested, for personal or departmental pages on the college website;
- provide for appropriate use and maintenance of department equipment and facilities; and
- account for and maintain department equipment.

#### ***E. Provost's Office Responsibilities***

The provost/dean of the college, the dean of faculty affairs, and the dean of academic affairs are charged by the president and the board of trustees with general oversight of the faculty, the academic program, and the academic division. The responsibilities of the Provost's Office include, but are not limited to, the following:

- approval of tenure-track searches (in collaboration with the president and with the advice of the Advisory Committee on Academic Staffing) and authorization of faculty staffing;
- approval of all faculty hires and determination of starting salaries and start-up packages;
- review of reappointments of visiting faculty and all instructional staff whose appointments are not made by the CFA;
- development and implementation of strategic planning for the academic program;
- leadership of and participation in various Academic Council committees, as stipulated in Articles of Government;
- authorization of all payments to members of the faculty;
- control and oversight of all academic space;
- implementation and enforcement of college rules and policies;
- appointment of outside chairs or consultants, in cases where departments are unable to manage their own affairs satisfactorily;
- organization of periodic reviews of departments and programs;

- representation of faculty views to the president and board of trustees;
- appointment of directors of on-campus centers;
- consultation with departments about appointment of chairs.

## **V. POLICIES RELATING TO FACULTY**

### ***A. Appointments***

#### **1. Tenured and tenure-track faculty**

See Articles of Government, book 1 and Reappointment, Tenure, Promotion and R&P Checklists (Appendices A, B and C).

#### **2. Faculty on term appointments**

See Articles of Government, book 1 and Guidelines for Faculty on Term Appointments (Appendices A and D).

#### **3. PERA faculty**

See PERA Guidelines (Appendix D).

#### **4. Instructors in Science Laboratory**

See ISL Guidelines and Handbook (Appendix D).

### ***B. Hiring and Tenure-Track Searches***

Recruitment of tenure-track faculty requires a full and open search. The search must comply with state and federal regulations, as well as college practices that are described in the [Guidelines for Recruitment of Tenure-Track Faculty](#).

Searches for other instructional faculty should adhere to the tenure-track search guidelines to the extent feasible given the time available to fill a position, the pool of likely applicants, and the requirements of the position. Each department or program is expected to achieve a broad and diverse pool of applicants for each search at the college. Appointment directly into a lecturer position requires a full and open search. The Provost's Office must be consulted before hiring any member of the instructional staff.

### ***C. Background Check Policy***

In an effort to provide a safe working, living and learning community, Wellesley College conducts sexual offender, criminal and educational credential background checks on all newly hired faculty. Additionally, any existing faculty who teach in our summer session (which enrolls some pre-college students) will be required to have the same background check as a newly hired faculty member.

Wellesley College currently employs a third party vendor, Creative Services, Inc. to conduct the background check process. CSI's privacy policy can be found [here](#).

The Background Check Policy can be found [here](#).

### ***D. Startup Funds and Faculty Awards***

Startup funds and faculty research awards are intended to support the scholarly development of faculty for their careers at the college. Faculty who have accepted positions at other institutions will forfeit the balance of their startup funds and faculty awards.

### ***E. Wellesley College Office Space Policies***

The college is committed to meeting faculty members' office space needs. The college's long-term goal is to provide each continuing full-time faculty member with a dedicated office available both during teaching semesters and also when the faculty member is on leave. It will take some time, however, for renovations to enable the college to achieve this goal. In the short term, renovations will increase office space challenges as offices are taken offline for renovations.

Until we reach the point of having sufficient space, the college will need the cooperation of departments/programs and the flexibility to assign the offices of faculty who are on leave to teaching faculty. In some cases, faculty will need to make do with space that is separated from their home departments or even to double up with other teaching faculty members who have compatible schedules. As we adjust to these temporary accommodations, some agreed-upon principles will be helpful when deciding how to make difficult decisions about locating and relocating office space.

The Provost's Office and the Faculty Building Directors will work with the academic departments/programs to determine and provide the total number of offices needed to house all full-time continuing faculty members in each department. Except in cases where members of different departments and programs are housed together (e.g., the Science Center), each department will be responsible for the basic internal allocation of its office space by processes and principles that it sets up by common agreement of the departmental committee, provided that those principles are written down and transparent to the entire department.

When there is a shortage of office space or new or short-term hiring creates a need for offices that cannot be accommodated within a department's existing suite of offices, the Provost's Office and Building Directors will locate and allocate appropriate office space to address the shortage, which may require using space that has been the responsibility of a department other than the faculty member's home department. In consultation with affected departments, the Provost's Office and Building Directors will adhere to the following priorities and principles when making such office assignments:

1. The first priority is to provide office space to full-time teaching faculty.
2. Any currently unassigned offices should be made available to teaching faculty. When a faculty member leaves the college or retires, his or her office does not automatically remain within the purview of the departing faculty member's department.
3. In cases where office(s) are needed for teaching faculty and there are multiple faculty members going on leave, the college will use the following priority ranking to determine

which offices will be used: (a) offices of faculty on personal, medical, or parental leave (non-research leaves); (b) offices of faculty members who are departing from the geographical area during their leaves; (c) offices of faculty members who have another space on campus where they can work (e.g., library study, office in the Newhouse Center for the Humanities, laboratory); (e) offices of faculty members willing to volunteer to give up their office while on leave (possibly because they have work space off campus); (f) all other faculty on leave.

4. Offices will be located in as close proximity as the above priorities permit to the faculty member's home department.

5. Faculty who are teaching less than full-time should be prepared, if needed, to share office space and to coordinate their office hours with an "office-mate" according to the following priorities: (a) Faculty members teaching part-time on the early retirement plan will have the highest priority to retain their dedicated (not shared) offices; (b) regular tenured and tenure-track part-time faculty the next highest priority; (c) long-term FIP (faculty on term appointments, ISLs, PERA) faculty the third highest level; (d) Part-time, short-term visitors should expect to share an office. (Mellon post-doctoral fellows with teaching responsibilities [for the purposes of this policy] will be considered as full-time faculty members.)

The Provost's Office and Building Directors will work, whenever possible, with departments to allocate office space according to these principles, but retain the authority to insist on a needed assignment of eligible office space. The Provost's Office and Building Directors will try to provide office space that is reasonably adjacent to the home department of a faculty member or to others who share research and teaching interests, and may approach departments in a sequence that best enables them to achieve the goal of adjacency. No department/program will be exempt from this policy; all departments will be asked to do their part.

Expectations for faculty members vacating their offices while on leave. A faculty member vacating his or her office while on leave should work closely with his or her visiting "office mate" to coordinate the timing. An office that will be used by a visitor in the fall semester should be vacated no later than August 15, and an office used in the spring no later than January 15. The faculty member should leave the office in good condition and with adequate space for the visitor to store materials (e.g., one shelf on a bookcase and one drawer in a filing cabinet). Faculty vacating their offices who require assistance in this process should be in touch with the Provost's Office, but the general expectation is that faculty members will pack their own books and personal belongings. If there is a desktop computer in the office, the faculty member should be in touch with LTS to program the computer for the visitor's use to protect the security of the information on the computer. If the faculty member vacating the office uses a laptop computer, LTS can arrange for a temporary computer for the visitor.

## ***F. Hiring and Inviting Foreign Nationals***

Wellesley College must comply with Department of Homeland Security and United States Customs and Immigration Services (USCIS) regulations regarding the invitation and employment of foreign nationals (non-U.S. citizens and non-permanent residents). Each foreign national invited to the college, or employed by the college must have an immigration status that permits the affiliation, or must be granted the appropriate status by the relevant government agencies.

Immigration regulations, legislation, and interpretation are in constant flux. The acquisition of a particular immigration status and/or visa can be complicated, expensive, and time-consuming. Advanced planning, preparation, and cooperation are necessary to ensure that the appropriate immigration status can be obtained in a timely manner.

The Slater International Center assists with the coordination of the immigration process for the invitation of foreign national short-term visitors and lecturers to the college and acts as the liaison with the college's immigration attorney for the hiring of foreign national faculty. All immigration processes must be handled by the Slater International Center, the Office of Human Resources, and the Provost's Office. **Individual faculty members and/or departments are not authorized to sign immigration documents/petitions on behalf of the college. Legal sanctions can be severe.**

*Please contact Karen Zuffante Pabon, Director of the Slater International Center at 781-283-2082 or see the Slater International Center [website](#) for more detailed information on hiring and inviting foreign nationals.*

### **Short-Term Visitors**

A department or faculty member who is interested in inviting a short-term foreign national to the college to perform, conduct research, lecture, or teach, must contact the Slater International Center to obtain information on how to invite the individual, what visa status is appropriate, and the immigration process required. The sponsoring faculty member or department is responsible for defining the terms of the foreign national's invitation including exact beginning and ending dates, job title and duties, and any form of compensation offered. This must be done both for individuals who are paid by the college, and for individuals who are not paid by the college. In most of these cases, the J-1 visa status is the appropriate status.

The college is not legally permitted to put a foreign national on the payroll until the valid appropriate visa status has been obtained. Faculty cooperation with these rules and procedures is therefore essential.

### **Faculty**

Faculty search committees must be aware of foreign national applicants' visa needs throughout the search process. Departments should carefully monitor the question of legal employment eligibility that is asked on the college's online application form and alert the appropriate Dean and the Director of the Slater International Center/International Student

and Scholar Advisor, Karen Zuffante Pabon, if they are considering offering a position to a candidate who may have immigration/employment eligibility issues.

**The Slater International Center, which acts as the liaison with the college's immigration attorney, must be notified by the end of April of any foreign national faculty hires that will be processed through the college for the following academic year.**

The college will sponsor applications for H-1B status for tenure-track hires. In some cases, the college will also support H-1B visa applications for departments hiring non-tenure-track faculty (visiting lecturers or lecturers) in positions with a continuing line, who teach at a minimum of half-time and who have earned a PhD.<sup>2</sup> In all such cases (both tenure-track and non-tenure-track with a continuing line), a full and open search is appropriate. In order to meet legal requirements for the hiring of a non-citizen, all search plans must include at least one advertisement in print in a general circulation journal and must state minimum qualifications for the position (Ph.D., ABD considered).

The H-1B application process is complex. It can take up to *6 months* to prepare, file, and have the application approved by the USCIS. Documents are prepared by the foreign national, the hiring department, and the college immigration attorney. The immigration attorney must prepare and file a Prevailing Wage Determination and a Labor Conditions Application (LCA) with the Department of Labor. Once the entire H-1B application is filed with USCIS, it can take up to 3 months for processing.

Note: All applications processing with USCIS are subject to security clearance procedures that can further delay processing in some cases.

For all non-continuing hires and leave replacements, the appropriate immigration status is J-1 Exchange Visitor. Post-docs and visiting scholars are eligible for J-1 status, but will not be sponsored for H-1B status.

Sponsorship for Permanent Residency may also be considered for tenure-track positions and for continuing non-tenure-track faculty who have reached the end of their H-1B visa eligibility.

The college will work with faculty members in the ways described to facilitate the process of obtaining the appropriate immigration status for a foreign national, but ultimately it is the faculty members' responsibility to ensure that the foreign national has the appropriate immigration status in time to fulfill the responsibilities of their contract.

### Costs

Individuals eligible for J-1 status will be personally responsible for paying all fees to the appropriate government agencies. These fees may include a visa fee, a reciprocity fee and a SEVIS fee. If a change of immigration status is required, there will be an additional

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<sup>2</sup> In certain fields, the college's salary scale for non-tenure-track faculty falls below the government-mandated minimum salary for someone on a H-1B visa. In such cases, the college cannot commit to supporting an H-1B visa for non-tenure-track faculty.

application fee. Individuals in J-1 status, or requiring J-1 status will be processed by the Slater International Center staff, and there will be no immigration attorney fees.

For individuals eligible for H-1B status, according to the criteria described above, both the application fees and the immigration attorney fees will be paid for by the college.

For individuals sponsored for Permanent Residency, fees will be divided between the faculty member and the college as follows: the faculty member will pay for the Form I-485 and associated expenses; the college will pay for the Form I-140, Labor Certification, and associated legal fees (approximately \$4,000); payment of legal fees for the adjustment status (currently \$1,500) will be divided equally between the college and the faculty member.

**Additional family members and USCIS filing fees are the personal responsibility of the foreign national.**

If expedited service (Premium Processing) is required for the individual to begin the position in a timely manner, the college will pay the additional fee if the hiring department notified the Slater International Center by the end of April deadline and the processing time was delayed. If a new faculty member requires expedited service (premium processing) because of personal circumstances (e.g., travel plans over the summer), the college will not be responsible for the additional premium processing fee.

### ***G. Sabbatical and Early Leave***

Legislation concerning sabbatical and early leaves is found in Articles of Government, Book I, Articles XII and XIII. For the purpose of calculating eligibility for sabbatical or early leave, semesters of unpaid leave (professional or personal), parental leave and medical leave, or two units of reduced teaching load in one academic year, do not count as semesters of service. See the sections describing each of these for further details.

According to college legislation, the purpose of sabbatical and early leaves is to provide faculty with “opportunities for scholarly development and contacts which shall contribute to their professional effectiveness and to the value of their later service to Wellesley College.”<sup>3</sup> The CFA recognizes that a wide variety of scholarly projects might be considered consistent with this expansive rationale. In the case of **early leaves**, the committee’s expectation is that approved projects will normally constitute original contributions to scholarly knowledge or understanding. Other kinds of projects (for example, scholarly work aimed at a non-specialist audience, textbooks, research on pedagogy) would be difficult to reconcile with the college’s research expectations for tenure. In the case of post-tenure **sabbatical leaves**, there can be greater flexibility about the kind of projects appropriate for college support. At the same time, tenured faculty are accountable for the productive use of their sabbatical leaves; in determining whether to approve a sabbatical application, the CFA is entitled to consider the applicant’s prior record of scholarly accomplishment.

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<sup>3</sup> The information given here is based on college legislation (Articles of Government, Book I, Articles XII and XIII). It is intended to serve as a guide to the sabbatical and early leave programs but does not serve as a substitute for legislation.



In planning leaves, faculty members are expected to take into account the needs of the department or program and to consult with the department chair or program director in a timely manner. Normally, no more than 20-25% of the tenure-eligible faculty in a department will be allowed to take sabbatical leave in the same academic year.

Faculty can apply to the CFA for a paid leave under one of two plans. **Plan A leaves** provide for the payment of **half salary** during the leave period and require an application to the CFA that describes the nature of the faculty member's proposed project and demonstrates how it will further the purposes of the leave program. Ordinarily a person may take a semester or a year of Plan A leave at half pay if eligible for a semester or a year of leave. A faculty member who has accumulated two semesters of eligibility has the option to use up both semesters under Plan A (i.e., at half salary) in order to take one semester of fully paid leave.

**Plan B leaves** require, in addition: a strenuous effort to obtain outside support for the remaining half of the faculty member's salary; a record of prior scholarly achievement appropriate to the discipline; and a demonstrated continuing capacity to make significant contributions to scholarship in that discipline. If these requirements are met, the CFA may recommend **full salary** for the leave period. Any funds appropriate for use as salary offset obtained by faculty members as a result of their applications for outside funding under Plan B will be used by the college as salary offset.

In cases where a faculty member is applying for sabbatical leave to continue or complete a project for which s/he has already received sabbatical support, the CFA may request evidence of progress towards completion of the work. See Articles of Government, Book I, Articles XII and XIII, for the relevant legislation describing the purposes and provisions of the leave program in more detail. Final approval of paid leaves, as for all financial matters, rests with the board of trustees.

The college operates a **last leave** policy for faculty who are close to retirement. Under the terms of this policy, a faculty member who has indicated in writing to the provost/dean of the college the date of his/her retirement may apply for a Plan B (full salary) sabbatical without meeting the requirement of a strenuous search for outside funding. The timing of a faculty member's last leave and his/her retirement date are determined in consultation with the Provost. A faculty member who has applied for and received a last leave under this policy is not eligible to apply for any further sabbatical leaves from the college.

Faculty members often ask what constitutes strenuous effort to secure outside grants. Applicants for Plan B leave must show the CFA that they have submitted timely and well-argued proposals to **at least three** funding organizations that could reasonably be expected to support the project. Occasionally, there may be fewer than three possible funding sources, and in this case the application to CFA should discuss the availability of support for the proposal. Faculty members are expected to have developed projects far enough in advance of the leave to make grant proposals competitive. They are expected to identify sources of funding in their fields, and must consult with the director of sponsored research early enough to see if there are additional sources

of funding of which they are not aware. If such sources are found, the faculty member is expected to apply.

By **October 1st** of the year before the leave, faculty who wish to apply for early or sabbatical leave under either plan must submit the college's application form to the CFA. This on-line form is available in September from the Provost's Office; a link will be sent to all faculty who have notified the Provost's Office of their intention to apply for leave. Faculty are asked to list the granting agencies to which they have applied or intend to apply (including due dates), and to send copies of their proposals to the CFA as they are submitted. Approval of Plan B leaves is contingent upon submission of all grant proposals to the CFA. Faculty members who do not submit copies of all proposals may be denied their leaves or may have Plan B leaves converted to Plan A leaves. Please note that the CFA will only consider applications from faculty members who have submitted reports on their most recent leave.

Faculty members are required to inform without delay the Committee on Faculty Appointments and the Office of Sponsored Research of the amount of salary support and any other support paid by the granting institution(s).

Leaves with pay (sabbatical or early leaves) are provided as an investment in a faculty member's future professional contributions to the college. Accordingly, a faculty member on paid leave is required to return to active teaching for at least two years following completion of the sabbatical leave (one year in the case of an early leave) unless the Provost indicates otherwise in writing to the faculty member. (If a faculty member wishes to request an exception to this requirement in advance of the leave, he or she should consult with the Provost.) If the faculty member fails to return to active teaching, he or she is required to pay the college a penalty calculated in the amount of 65% of base salary paid by the college to the faculty member during the period of the leave. Any exceptions to the above rules must be approved in writing by the Provost.

Additional information about applying for sabbatical and early leave can be found as [\*Occasionally Asked Questions\*](#).

Faculty members on early or sabbatical leave may be required to vacate their faculty offices, at the discretion of the Provost's Office.

### ***H. Unpaid Professional Leave***

A faculty member may request a semester or a year of unpaid professional leave from the provost/dean of the college after obtaining permission from his/her department.

As described in [legislation](#), a faculty member taking unpaid professional leave may request (at the same time the leave request is made) that the year in which the unpaid leave is taken be excluded from the years in rank, for the purposes of reappointment, promotion and tenure.

Time spent on unpaid professional leave does not count as time in rank for the purpose of calculating eligibility for sabbatical or early leave. For purposes of salary, however, time spent on such leave does ordinarily count as time in rank.

During the period of an unpaid leave, a faculty member will not have access to any conference travel, faculty awards, or start up and/or research funds. A faculty member on unpaid professional leave is expected to notify the college (department chair and provost/dean of the college) of her/his intent to return by December 15.

Faculty members are expected to send a brief report on their unpaid professional leave to the provost/dean of the college by the end of the first month of teaching following the leave.

### ***I. Unpaid Personal Leave***

A faculty member may request a semester or a year of unpaid leave for personal reasons from the provost/dean of the college after obtaining permission from his/her department.

As described in [legislation](#), time spent on unpaid personal leave does not count as time in rank for purposes of salary, for calculating eligibility for sabbatical or early leave, or for reappointment, promotion or tenure.

During the period of an unpaid leave, a faculty member will not have access to any conference travel, faculty awards, or start up and/or research funds. A faculty member on unpaid personal leave is expected to notify the college (department chair and provost/dean of the college) of her/his intent to return by December 15.

### ***J. Time Away from the College***

The maximum time a faculty member may remain away from the college (in any combination of unpaid or paid leaves) is two consecutive years.

A faculty member on unpaid leave for two academic years is expected to notify the college (department chair and provost/dean of the college) of her/his intent to return by December 15 of the second year.

### ***K. Consulting and Other Paid Work Outside of the College***

Because the fundamental obligation of a full-time faculty member is to the college, and because the college regards its contract as one for full-time employment, faculty members should receive permission in writing from the provost/dean of the college before agreeing to other paid employment of any nature. Even when such written permission is obtained, that permission shall not be construed as institutional sponsorship of the outside work.

A full-time faculty member's paid employment outside the college generally should not occupy more than the equivalent of one day of each working week during the academic year. Outside work must not interfere with the full and punctual fulfillment of a faculty member's teaching responsibilities and other responsibilities to the college, including advising and department and committee service.

The equipment, supplies, or facilities of the college are not to be used in activities related to a faculty member's outside work which results in private gain unless the college receives market value for such use. (A faculty member must have the approval of the provost/dean of the college before using equipment, supplies, or facilities for outside work.) The college's name is not to be used other than to identify the consultant as an employee of the college.

### ***L. Reduced Teaching Load***

A faculty member wishing to reduce her/his teaching load must request the approval of the department chair and the provost/dean of the college.

The provost/dean of the college will not approve a full-time faculty member's request to reduce teaching for more than three consecutive years. Faculty members wishing to extend part-time teaching beyond three consecutive years are expected to consider conversion of their appointment to regular part-time.

Reduction in teaching load may affect either the timing of sabbatical leave eligibility or the salary that faculty will receive while on sabbatical. If a faculty member reduces teaching load by one unit in just one academic year, there is no effect on leave eligibility or sabbatical salary. If a faculty member reduces teaching load by one unit in more than one academic year, his/her sabbatical salary is prorated to reflect actual teaching load in the period that established eligibility for the sabbatical in question. If a faculty member reduces teaching by two units in a single year, leave eligibility will be delayed by one semester. (For the purposes of this policy, chair's units and other units similarly granted for assigned college services are counted as teaching units.)

### ***M. Teaching Outside of the College***

A full-time faculty member wishing to teach at another institution must inform his/her chair and receive the permission of the provost/dean of the college.

Tenured/tenure-track faculty may not teach more than one course per academic year at another institution while holding a full-time appointment at Wellesley. Tenured/tenure-track faculty wishing to teach more than one course at another institution in a given academic year must request an unpaid leave from the college.

Faculty may not accept a teaching appointment at another institution during a college-supported sabbatical or early leave.

Faculty may not hold a tenured appointment at Wellesley if they receive a tenured appointment at another institution. Appointments made jointly by the college and by another institution require the approval of the provost/dean of the college and the CFA.

### ***N. Cancellation of Under-Enrolled Classes***

A course may be cancelled by the college if it enrolls fewer than six students.

Instructors with fewer than six students at the first meeting of a scheduled course should promptly inform the department chair, who will then notify the Provost's Office.

The Provost's Office may grant exceptions to the minimum enrollment policy for reasons such as the following: a) the course is essential to the maintenance of a viable major program; b) cancellation of the course would make it impossible for students to complete their majors or to meet their graduation requirements; c) the course is being offered for the first time or by instructors in the first year of a tenure-track appointment.

If a course is cancelled and there is no reasonable opportunity for the instructor to teach another course in lieu of the cancelled course, the instructor is considered to have taught less than his/her contractual teaching load. The college reserves the right to assign an additional unit or units in succeeding years to make up for the cancelled course or (in circumstances where that is not possible) to reduce the instructor's salary.

If a course is cancelled, the department chair should promptly notify the registrar's office.

### ***O. Grading Policy (Resolution on Grading Standards and Policies, voted by Academic Council in April, 2004, and reaffirmed in February, 2008)***

In February 2003, Academic Council acknowledged the inconsistency between the college's legislated grading standards and prevalent grading practices. In December 2003 and again in February 2008, the faculty voted in favor of specific measures to address this inconsistency and reaffirm the college's grading standards. The policies in effect are:

- The mean grade in 100-level and 200-level courses with 10 or more students should be no higher than 3.33 (B+). For the purposes of calculating the mean grade, instructors should submit a letter grade for all students listed on the course grade sheet (including students electing the course credit/no credit);
- Instructors of courses with a mean above 3.33 should submit an explanation to the chair of CCAP. If the high average grade is due to students' withdrawal from the course late in the semester or Incompletes that remain unresolved, the instructor should calculate a mean that includes estimated grades for students who withdrew or had incomplete work;
- The chair of CCAP will report to Council each semester on the grades recorded in the prior semester, such reports to include the distribution of grades by course level and by department and, if applicable, the reasons that course grades exceeded the B+ maximum. These data should be discussed at least annually in academic department meetings;
- CCAP and the provost and deans will work together with the Center for Work and Service (CWS) and advisors for professional and graduate study to communicate our standards and values to recruiting companies and graduate institutions;
- The president and provost/dean of the college may meet with department chairs and/or individual faculty members when grades are consistently above those mandated by this policy, with the understanding that instructors whose grades regularly fail to conform with this policy may be required to convert their courses to CR/non-grading.

## ***P. Policies Governing Instruction***

See [Articles of Government, book 2](#). In particular, we draw attention to the following:

- Instructors are expected to assign work in such a way that the time a student is required to spend on a course, for scheduled appointments and for preparation, should not exceed eleven hours a week during the semester. (Article VI, section 1)
- No academic appointments for students should be scheduled during the time reserved for Academic Council meetings. (Article X, section 4A)
- No class meetings should be scheduled during reading period except upon recommendation of the department and with approval from CCAP. (Article X, section 2)
- Class meetings should not be scheduled during the examination period. (Article X, section 4C)
- The grade for a course should not be based solely upon a single piece of work, final paper or examination. (Article VII, section 2B)
- Any major paper or exercise should be assigned at least three weeks before it is due. (Article VI, section 2)
- Instructors are expected to report on the work done by first-year students and transfer students in the first half of their first semester. Such reports should be sent to the registrar if the student's grade is C or lower. (Article VII, section 2)
- An instructor may require an examination, a final paper, or neither, but may not require both. (Article V, section 1)
- The assignment of all final papers should be announced at least five weeks before the close of scheduled classes. Final papers should be due on a specified date after the end of classes. (Article V, section 1B)
- The assignment of all term papers should be announced at least three weeks before the close of scheduled classes. Term papers should not be due later than the end of reading period. If a course requires a final paper, a term paper for that course should not be due later than the last day of classes. (Article V, section 1C)
- If a student's work in a course is unfinished at the close of a semester, the instructor should assign a grade of "Incomplete." All late term and final papers should be submitted to the registrar, not to the instructor. (Article VI, section 4)

## ***Q. Policy on National Holidays and Religious Days of Observance***

The college recognizes/observes the following national holidays: New Year's Day, Presidents' Day, Patriots' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Thanksgiving and the Friday after, and Christmas.

The college recognizes that, in addition to these national holidays, there are religious days of observance that are important to individuals and groups on campus as well and for which students may have observance requirements or unavoidable burdens of travel.

Members of the Christian and Jewish communities may (according to the requirements of their traditions and their personal practice) be restricted from work on Rosh Hashanah, Yom Kippur, the first two days of Passover, Good Friday and Easter Sunday.

In consideration of their significance for many of our students, we ask that faculty take these days and restrictions into account, whenever possible, in preparing their syllabi. Students who observe these religious holy days should be given sufficient advance notice on the syllabus to make alternate arrangements and be afforded an opportunity to make up missed work in both laboratories and lecture courses. If an examination is given on the first class day after one of these days, faculty should take care that students absent at a particular day of observance should not be disadvantaged by being tested on material that was presented in their absence.

The college further recognizes that there are additional religious days of observance that affect the ability of college community members to participate in work, classes, and activities because of specific work and food restrictions associated with those days. Such occasions include, but are not limited to Ramadan, Al-Fitr and Eid Al-Adha, Sukkot, the last two days of Passover, Shavuot, Shemini Atzerat and Simchat Torah, Diwali, and the Chinese New Year. One additional example is for members of the Baha'i faith, who are required to abstain from work on nine days of observance during the year. Accommodations should be made accordingly for students who practice these faiths and others with similar restrictions.

Students and faculty each have responsibilities to the other in negotiating the sometimes conflicting demands of religious observance and academic study. Students who intend to observe any religious holy day in a manner that necessitates missing class or work assignments should inform their instructors within the first two weeks of each semester of their intent (even when the exact date of the day will not be known until later) so that alternative arrangements convenient to both students and faculty can be made at the earliest opportunity. Students who make such arrangements should not be required to attend classes or take examinations on the designated days, and faculty should make every effort to provide reasonable opportunities for such students to make up missed work and examinations. For this reason it is recommended that faculty, whenever possible, inform students of examination dates at the start of each semester. Although it is the student's responsibility to identify her needs for accommodation in regards to religious practice, we ask all faculty members to create an atmosphere where such a request is welcome.

## ***R. Problem Resolution Policies***

### **1. Committees Responsible for Hearing and Reviewing Complaints**

The following committees are mandated by legislation: Board of Appeals, General Judiciary, Academic Review Board, Committee on Faculty Appointments, and Review Committee for the Problem Referral Procedure for Faculty.

### **2. Open Door Policy and Problem Referral Policy for Faculty**

#### **Open Door Policy for Faculty**

Faculty members are one of the college's most important resources. Open communication between faculty colleagues as well as between faculty members and members of the administration is essential for creating a productive and collegial work environment for all and for ensuring the long-run success of the institution. The college values faculty members'

constructive suggestions and opinions.

The college encourages faculty members to discuss suggestions as well as problems or concerns with their department chair or program director. Junior faculty members may also benefit by raising such issues with their faculty mentor. In most cases, talking with one's department chair or program director is the most effective way to deal with a suggestion or problem. However, faculty members may discuss suggestions or problems with the relevant academic dean instead of, or in addition to, their department chair or program director. The Provost's Office can assist faculty in setting up these lines of communication.

If a faculty member has a more serious complaint, he or she is encouraged to consult the ombudsperson, who serves as a neutral advisor and can offer assistance in locating the appropriate procedure through which to pursue the complaint. The open door policy does not supersede the college's Policy Against Sexual Harassment and Unlawful Discrimination or other college policies governing specific types of conduct.

### **Problem Referral Procedure for Faculty**

The Problem Referral Procedure for Faculty is a more formal procedure for serious workplace incidents involving two or more faculty members or involving faculty member(s) and non-faculty member(s) of the college community. The procedure may be invoked by both faculty and non-faculty members of the community.

It is important to specify those matters that should not be handled through this procedure:

- Complaints related to sexual harassment and unlawful discrimination are governed by the college's Policy on Sexual Harassment and Unlawful Discrimination and should be reviewed as dictated by that policy.
- Appeals of decisions of the Committee on Faculty Appointments should be reviewed exclusively by the Board of Appeals, as indicated in Articles of Government.
- Complaints about behavior of students should be taken to Honor Code Council or the Academic Review Board, as appropriate.
- Complaints about behavior of staff members should be pursued through the Problem Referral Procedure for Staff.
- Ordinary functions and activities of a department and its faculty, such as course assignments or departmental committee assignments, would not go through this procedure except in the case of a serious complaint (for example, something that could cause problems in a reappointment or promotion decision).
- Complaints which raise concerns about unlawful conduct, legal claims, or unsafe conduct may be resolved through procedures or mechanisms other than this problem referral procedure.

The ombudsperson is available to assist complainants in identifying the appropriate avenue for the resolution of a particular issue. Neither the ombudsperson nor any other representative of the college can unilaterally adjudicate a complaint or intervene on his or her own to alter any of the established procedures or timetables. Their role is advisory in support of these processes.



### *Description of Problem Referral Procedure for Faculty*

Individuals who choose to use the Problem Referral Procedure for Faculty should do so within a reasonable time after the problem occurs, and certainly no later than the semester during which the conduct occurred.

Step 1: The complainant should first discuss the problem with the department chair or program director of the faculty member(s) who is/are the subject of the complaint. If the department chair or program director is the subject of the complaint, the complainant should proceed directly to Step 2. In most cases, a problem can be resolved satisfactorily at this point. If the complainant is not satisfied, he/she may present the problem in writing to the department chair or program director, advising that he/she is initiating the Problem Referral Procedure. The complainant should provide the provost/dean of the college with a copy of this correspondence to inform him/her that the procedure has been invoked. Except in cases in which the department chair or program director believes further inquiry is required, he/she will typically respond to the complainant in writing within 15 business days of the receipt of the written complaint.

Step 2: A complainant who deems the response from the department chair or program director to be unsatisfactory may refer the matter in writing within 15 business days to the provost/dean of the college or the academic dean who has oversight responsibility for the relevant department or program and should indicate explicitly that he/she is invoking step 2 of this procedure. The complainant should make arrangements to meet with the provost/dean of the college or the academic dean to whom he/she has referred the matter. The provost/dean of the college or the academic dean may, at his or her discretion, form a small ad hoc committee to consider the complaint and advise him or her as to how to proceed; in such cases, the role of the committee would be advisory only and the final decision-making authority would rest solely with the provost/dean of the college or the academic dean. Except in cases in which the provost/dean of the college or the academic dean believes further inquiry is required, the academic dean will typically reply to the complainant in writing within 15 business days of the meeting.

Step 3: A complainant who deems the response from the provost/dean of the college or the academic dean unsatisfactory may refer the matter in writing within 15 business days to the Problem Review Committee through the Provost's Office, indicating explicitly that he/she is invoking step 3 of this procedure. The appeal as submitted in step 3 must be limited to the language of the original complaint; this step is not intended as an opportunity for the complainant to raise new issues or to present evidence that was not part of the original complaint. The Problem Review Committee includes the provost/dean of the college (or designee), a faculty member elected to a three-year term by all faculty who are voting members of Academic Council, and one other member appointed by the president on a case-by-case basis. If the problem involves student or staff member complainant(s), the president may appoint a representative of the relevant constituency to fill this position. If the provost/dean of the college or the elected faculty member is involved in the original complaint or has other specific grounds on which to recuse himself or herself, the president will appoint another committee member to serve in his or her place. The Review Committee will notify the faculty member that a complaint has been renewed under step 3

within 15 business days of receiving the complaint, and will then consult with the faculty member and other parties involved and typically issue a written decision within 15 business days after concluding its review, unless circumstances warrant additional time. The Review Committee has the discretion to reaffirm the decision from Step 2 or issue a new decision. An important part of this procedure is that Step 3 is final and the process is intended to provide resolution and closure.

### **3. Ombudsperson**

The ombudsperson serves as an impartial, independent, neutral advisor who can offer confidential<sup>4</sup> assistance to faculty, staff, and students who wish to discuss problematic issues arising from their work or their interactions with faculty and/or staff members on campus. For the 2016-17 academic year, the ombudsperson is Liz Lieberman. Conversations with the ombudsperson can take place either by phone at extension 3385, by email ([ombuds@wellesley.edu](mailto:ombuds@wellesley.edu)), or in person (Clapp Library, room 238); an appointment is suggested but not required.

## **VI. RESOURCES FOR FACULTY**

### ***A. In Support of Teaching***

The Pforzheimer Learning and Teaching Center (PLTC) provides orientation for new faculty, as well as a series of on-going workshops for faculty in their first year at the college. The PLTC also holds “shoptalks” for all faculty to share their teaching ideas with one another. Subscribe to the Google Group "PLTC Talk About Teaching" to receive notification of events. The PLTC maintains a library of books and other media related to teaching, hosts an annual lecture about pedagogy, and facilitates opportunities for videotaping of lectures. New faculty may be paired with a teaching mentor through the PLTC.

The [Committee on Educational Research and Development \(ER&D\)](#) distributes competitive grants for development of new courses, revision of existing courses, and travel related to pedagogy. All faculty are eligible to apply for ER&D awards.

### ***B. In Support of Scholarly and Professional Activities***

[The Committee on Faculty Awards](#) provides small grants in support of scholarly activities. Eligible faculty are provided funds for travel to scholarly meetings.

There are [additional small grant and fellowships](#) available to those faculty working in the Science Center.

Faculty members may apply to [Newhouse Center for the Humanities](#) for fellowships while on early or sabbatical leave.

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<sup>4</sup> The principle of confidentiality applies unless questions of legality or safety are raised.

Office of Sponsored Research — Faculty interested in information on grants, guidance on preparing proposals, and individual assistance in identifying appropriate sponsors may contact the [Director of Sponsored Research](#).

### ***C. In Support of Faculty Development***

Departments and programs should provide guidance and mentoring to new faculty members through class visits, annual conversations, and other, more informal, mechanisms (see Appendices).

In addition, new faculty may be matched with a mentor (a senior faculty member from a different department) through the college's mentoring program. Those who would like to be assigned a mentor are encouraged to contact the director of the program, Professor Maggie Keane (Psychology).

## **VII. FACULTY BENEFITS**

### ***A. Employee Benefits (Health, Dental, Retirement, etc)***

Faculty working half-time or more are eligible for benefits such as health insurance, dental insurance, participation in the college's retirement plan, and other benefits available to benefits-eligible non-union college employees, as described in the Wellesley College [Administrative Handbook, Section 7](#).

### ***B. Benefits for Faculty on Unpaid Leave***

The benefits status of faculty who take unpaid leave is described [here](#).

### ***C. Medical Leave***

#### **1. Tenured/tenure-track faculty**

When a tenured or tenure-track faculty member anticipates missing work for an extended period of time, in excess of two weeks, due to his/her own illness or injury, or due to the illness or injury of a child, spouse, or parent, the faculty member may apply to the provost/dean of the college for medical leave. Such a request should be accompanied by the completed Family and Medical Leave Act (FMLA) forms, which include a doctor's written documentation of the anticipated length of the leave. The FMLA forms are available [here](#); return the completed forms to the Provost's Office.

Ordinarily, a tenured/tenure-track faculty member with at least one year of service will be eligible to apply for paid<sup>5</sup> medical leave for her/his own illness for a period up to but not to exceed one semester (six months); such applications will be reviewed by the Provost's Office. An individual who is unable to return to work after the approved period of paid medical leave may request an unpaid personal leave; full-time and regular-part-time faculty

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<sup>5</sup> For any period of approved paid leave, health and dental deductions will be made by payroll deduction. Faculty will be billed for any premiums due while on any unpaid leave under FMLA leave, when necessary. Faculty members are responsible for any premiums for contributory life insurance coverage in which enrolled, if applicable.

members are covered under the college's long-term disability (LTD) policy and can submit a claim for disability benefits with the insurance carrier. This should be done at least a month before the expiration of the paid medical leave in order to allow time for processing of the claim and a determination of eligibility for disability benefits. Contact the Human Resources office for information about applying for LTD benefits.

An eligible faculty member may apply for a partial paid medical leave if his/her condition is such that part-time work is possible, even though full-time work is not. A request for partial medical leave should be accompanied by the completed FMLA forms, which include a doctor's written documentation of the anticipated length of the leave. In such a situation, it may be possible for the individual to have two consecutive semesters of partial paid leave, after which the faculty member may request an unpaid personal leave.

When an eligible faculty member's child, spouse, or parent confronts a serious or acute medical crisis, the faculty member may generally apply for up to four weeks of paid family leave from teaching during an academic year, which may be taken continuously or in one-week increments. Faculty members continue to have service obligations and to accrue leave eligibility during semesters when such leave is taken. FMLA forms are required for such leaves.

A semester of medical leave (whether taken as full medical leave in a single semester or partial medical leave in each of two semesters) does not count as time in rank for the purpose of calculating eligibility for sabbatical or early leave.

Ordinarily, a faculty member will be eligible for no more than two semesters of full-time paid medical leave (or the equivalent of two full semesters of partial paid medical or family leave) over the course of his/her employment at the college.

Paid medical leave runs concurrently with any available leave under the Family and Medical Leave Act (FMLA). FMLA leave is described in the [Administrative Handbook, Section 3-1](#).

When returning from a medical leave, a faculty member may be required to provide a doctor's written release to return to work prior to actually returning to work. The college may, at its own discretion and expense, require a second opinion.

Faculty returning from medical leave who require disability accommodations should contact Jim Wice, Director of Disability Services, at X2434 or [jwice@wellesley.edu](mailto:jwice@wellesley.edu).

## **2. Other instructional staff**

The above provisions for medical leave apply to all other instructional staff with at least five continuous years of half-time or greater service.

### ***D. Parental Leave***

Please note: FMLA leave will run concurrently with leave taken pursuant to the Massachusetts Maternity Leave Act and, where applicable, leave taken under the College's Parental Leave policy.

(FMLA leave is described in the Administrative Handbook, Section 3-1. The FMLA forms are available [here](#); return the completed forms to the Provost's Office.)

### **1. Tenured/tenure-track faculty**

The Parental Leave Policy for Tenured and Tenure-Track Faculty is described [here](#). The request form is available [here](#).

According to college [legislation](#), a faculty member taking parental leave may request (within 60 days of requesting the parental leave) that the year in which the parental leave is taken be excluded from the years in rank, for the purposes of reappointment, promotion and tenure.

A semester of parental leave (whether taken as two units of teaching release in a single semester or one unit in each of two semesters) does not count as time in rank for the purpose of calculating eligibility for sabbatical or early leave.

### **2. Lecturers, senior lecturers, instructors in science laboratory, PERA faculty**

Lecturers and senior lecturers, instructors in science laboratory with multi-year appointments, and PERA faculty with multi-year appointments, are eligible for paid parental leave, as described currently in the parental leave policy for tenured/tenure-track faculty. The request form is available [here](#).

Other instructional staff in the first year are eligible for the maternity leave to which they are entitled by Massachusetts law, which is eight weeks of unpaid leave after three consecutive months of full-time employment. After the first year of service, a member of the instructional staff who is at least half-time is eligible for paid parental leave. An eligible individual who gives birth or who is the primary caretaker of a newly born or a newly adopted child under the age of eighteen or a newly adopted mentally or physically handicapped child under the age of twenty-three is eligible for six consecutive teaching weeks of leave with normal pay and benefits during the period surrounding the birth or adoption.

Faculty who are not eligible for paid parental leave or who wish more time free from teaching responsibilities may also request unpaid personal leave.

### ***E. Professional Development Leave (Lecturers and Senior Lecturers, ISLs and Senior ISLs)***

Lecturers, senior lecturers, ISLs and Senior ISLs are eligible to apply for competitive one-semester professional development leaves after six consecutive years of service at the college. Applicants must have a strong record of teaching and service. No individual will be eligible to have such a leave more than once every seven years, and no more than three such leaves will be awarded each academic year. An individual's salary during the leave period will be proportional to her/his average salary over the prior six-year period.

Applications for a professional development leave are submitted to the CFA by October 1 of the year before the academic year during which the leave is requested. The application form is posted on the [CFA web page](#).

Recipients are expected to submit a report on their leave to the CFA by the end of the first month of teaching following the leave; the CFA will consider a recipient's future application only if this report has been filed. Recipients are expected to serve out the remainder of their contracts after the leave.

### ***F. Tuition Grant (Tenured/Tenure-Track Faculty)***

Full-time tenured or tenure-track faculty members who have completed five full years of employment and continue to work full time are eligible to receive a tuition benefit for their IRS-declared dependent sons or daughters.<sup>6</sup> This benefit consists of tuition for full-time undergraduate study at another institution or one half of Wellesley's tuition, whichever is less, effective the start of the academic year following five full years of continuous employment. Only one grant per dependent per year may be paid. Grants are limited to eight semesters (four academic years). Tuition grants may be treated as compensation and be subject to taxation.

### ***G. Wellesley College Tuition Remission***

Full-time faculty members who have completed three full years of employment and continue to work full time may receive a benefit for their IRS-declared dependent daughters of 50% of Wellesley tuition, effective the semester following the anniversary of three full years of employment.<sup>7</sup> The candidate(s) must be selected through the college's normal Board of Admission process and must maintain diploma grade standing.

### ***H. Faculty Mortgage Program (Tenured Faculty, Tenure-Track Associate and Full Professors)***

The Faculty Mortgage Program is described [here](#).

### ***I. Early Retirement Plan (Tenured Faculty)***

The Faculty Early Retirement Plan is described [here](#).

### ***J. Emeritus Status***

Each year the Trustees vote to confer the Emerita/us title on eligible retiring members of the faculty. Faculty teaching at all ranks are eligible for emeritus status if they have been teaching at the college at least half-time for 20 years or more. Tenured faculty members may become eligible for emeritus status after 10 years of half-time or greater teaching. Emeritus status entitles a faculty member to a variety of continuing privileges at the college, including but not limited to library and parking privileges, email, listing in the online directory, profiles on the college webpage, eligibility for some faculty travel and research

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<sup>6</sup> Regular part-time tenured or tenure-track faculty members are also eligible for the tuition grant benefit.

<sup>7</sup> Regular part-time tenured or tenure-track faculty members are also eligible for the Wellesley College tuition remission benefit.

awards, and participation in some campus activities, including Commencement. A full listing of these privileges can be found [here](#).

### ***K. Faculty Housing***

Wellesley College provides approximately 100 dwellings of different types for members of the faculty. Benefits-eligible faculty (half-time or greater) in the professorial ranks (Instructor, Assistant Professor, Associate Professor, Professor or Lecturer) or faculty appointed as Instructors in Science Laboratory or within the Department of Physical Education, Recreation and Athletics, are eligible to apply for faculty housing and have renewal privileges. Other benefits-eligible members of the teaching staff and visiting fellows may be eligible for housing on a space-available basis.

Information about faculty housing is found [here](#).

### ***L. Employee Assistance Program (EAP)***

The college's employee assistance program (<http://www.wellesley.edu/hr/benefits/employee-assistance-program-eap->) provides counseling, consultation, and education to help faculty and staff with the stresses of life and work, including personal and family issues, drug or alcohol problems, and job-related tensions. The college has contracted with AllOne Health Resources to provide these services.

## **VIII. COLLEGE-WIDE POLICIES**

As employees of the college, all faculty are bound to follow all applicable college policies found in the [Administrative Handbook](#), and listed [here](#). In particular, we draw attention to the following:

- Policy Against Sexual Harassment and Unlawful Discrimination
- Business Conduct Policy
- Policy Governing the Acceptable Use of Information and Technology resources
- Weapons Policy
- Workplace Violence Policy
- Wellesley College Employee Confidentiality Policy
- Written Information Security Program (WISP)
- Research Misconduct Policy/Procedures  
(<http://www.wellesley.edu/sponsoredresearch/compliance>)

It is college policy that all items paid for by Wellesley College (e.g., laptop computers) are the property of the college and must be returned when a faculty member retires or leaves the college.

## **IX. APPENDICES**

### ***A. Articles of Government, Book I***

Book I can be found [here](#).

## ***B. Articles of Government, Book II***

Book II can be found [here](#).

## ***C. CFA Checklists for Tenure Eligible Faculty***

### **1. R&P**

The R&P checklist can be found [here](#).

### **2. Reappointment**

The reappointment checklist can be found [here](#).

### **3. Tenure**

The tenure checklist can be found [here](#).

### **4. Promotion**

The promotion checklist can be found [here](#).

## ***D. Appointment Guidelines***

### **1. Faculty on Term Appointments**

[Guidelines for Faculty on Term Appointments](#)  
[Checklist for Review of Faculty on Term Appointments](#)  
[Template of Activities Sheets \(FTA version\)](#)

### **2. PERA Faculty**

[Guidelines for the Department of Physical Education, Recreation and Athletics \(PERA\)](#)

### **3. Instructors in Science Laboratory**

[Guidelines for Appointments of Instructors in Science Laboratory \(ISLs\)](#)  
[Checklist for Review of Instructors in Science Laboratory \(ISLs\)](#)  
[Template of Activities Sheet \(ISL version\)](#)