

## Policy on Parental Teaching Relief for Full-Time Faculty

### ACADEMIC AND FACULTY AFFAIRS

Effective Date: October 5, 2011

Date Revised: November 21, 2018

Supersedes: Policy on Parental Teaching Relief for Tenured and Tenure-Track Faculty

Related Policies: Policy on Tenure Clock Extension

Family and Medical Leave; "Tenure" module of Faculty Handbook

Responsible Office/Department: Office of the Provost

Keywords: Tenure clock; maternity; paternity; FMLA

### I. Purpose and Scope

In view of the demands of parenting newly born or newly adopted children, Northeastern University provides to full-time faculty members who become parents one semester of classroom teaching relief in order to support these faculty members to maintain their career progress. The policy applies to all full-time faculty at Northeastern. It does not apply to non-faculty university employees or visiting faculty.

### II. Definitions

For the purposes of this policy, "classroom teaching relief" means temporary relief from assigned classroom teaching responsibilities while the faculty member's other professional responsibilities, including but not limited to research, service, and graduate student supervision, continue.

### III. Policy

Northeastern University provides to full-time faculty members who meet the following criteria, upon request, one semester of classroom teaching relief without a reduction in salary.

A faculty member may receive up to two periods of classroom teaching relief under this policy, for separate new births or adoptions.

A faculty member qualifies for one semester of classroom teaching relief under this policy if the faculty member:

- Gives birth to a child, or becomes a parent of a newly born or newly adopted child (a multiple birth or simultaneous adoption of more than one child may occasion only one request for one semester of classroom teaching relief);

- Begins the period of classroom teaching relief within twelve months of the date after the relevant birth or adoption.

The faculty member's unit head and/or dean, in consultation with the eligible faculty member, will determine how the faculty member's classroom teaching will be modified. Faculty members will ordinarily be expected to fulfill their other professional responsibilities, including research, service, and graduate student supervision, during the period of classroom teaching relief. The faculty member's dean and department chair are responsible for making any arrangements needed to fulfill the faculty member's teaching assignments or other needed coverage during the period of classroom teaching relief.

If both parents are employed in an eligible position at the university, each of them may take one semester of classroom teaching relief provided both parents meet the other eligibility criteria.

Tenure-track faculty members who request and receive a semester of classroom teaching relief under this policy will automatically have their tenure clocks extended by one year under the terms of the university's Tenure Clock Extension Policy unless the period of teaching relief begins after the fall semester of the year preceding their tenure consideration. The year during which full-time non tenure-track faculty receive a semester of teaching relief will not be counted as a year on their promotion clock.

#### **IV. Additional Information**

A faculty member seeking a semester of classroom teaching relief must submit a written request to his or her unit head and dean with as much advance notice as is possible, preferably at least six months before the teaching relief semester, for planning purposes. Typically, only a single semester of teaching relief will be available per parental event. Exceptions are possible in unusual instances if approved by the Dean and SVP Academic Affairs.

Following consultation with the faculty member and her or his unit head, the dean will communicate the terms of the classroom teaching relief in writing to the faculty member, with a copy to the Provost's Office. For tenure-track faculty members, the Provost's Office will confirm the extension of the faculty member's probationary period by one year, if applicable.

## **V. Contact Information**

Senior Vice Provost for Academic Affairs, Office of the Provost (617-373-2170)