

# Family-Friendly Policies for USC Columbia Faculty

## Effective 8/16/2007

### OVERALL OBJECTIVES

- ✓ Enhance USC's ability to recruit and retain excellent and diverse faculty
- ✓ Foster a flexible and supportive work environment where all faculty can thrive
- ✓ Promote an academic culture that is supportive of faculty and their families

### EXTENSION OF THE TENURE CLOCK & THIRD YEAR REVIEW

Modified University Policies ACAF 1.31 & ACAF 1.05

**Purpose:** To provide additional flexibility for tenure-track faculty members and to acknowledge that anticipated or unanticipated life events may hinder faculty members from fully demonstrating their professional qualifications for tenure.

**Eligibility:** All full-time tenure-track faculty members who have been reappointed for the following year. Eligibility begins on date of hire.

**Effective Date:** Effective as of 8/16/07. Faculty members who experienced life events covered under this policy between 8/16/06 and 12/18/06 may notify or request an extension of the probationary period on or before 12/18/07. As of 12/19/07, forms must be submitted within 12 months of the event in accordance with Section I.B. of ACAF 1.31.

**Full-time tenure-track faculty members are eligible for an extension of the maximum probationary period of up to three years. Maximum probationary period may not exceed ten years.**

**Option A: Automatic one-year extension of maximum probationary period**

- In cases of birth or adoption of child; or death of spouse/partner or child
- Notification and documentation required

**Option B: Requested one-year extension of maximum probationary period**

- In cases of serious illness of self or close family member; death of parent; placement of foster child; or other relevant circumstances
- Request, justification, and documentation required

**Option C: Provost approved one- to three-year extension of maximum probationary period**

- In exceptional circumstances as deemed appropriate and necessary

### Basic Principles

- Faculty may still be considered for tenure prior to the penultimate year
- Faculty with tenure clock extensions are evaluated as if their probationary period were the normal length
- Notification or request for tenure clock extension must be within 12 months of event
- Faculty may appeal a denial of a requested extension to the Provost
- Third-year review may also be extended if tenure clock extension occurs in first three years
- Policy and Tenure Clock Extension Forms are available on web at [www.sc.edu/provost](http://www.sc.edu/provost)

## MODIFIED DUTIES FOR FACULTY

### New University Policy ACAF 1.60

**Purpose:** To provide full-time faculty with some relief from academic duties and the opportunity to respond to anticipated or unanticipated life events or situations when needed.

**Eligibility:** All full-time tenured, tenure-track, clinical or research faculty members, librarians, instructors and lecturers of either gender. Eligibility begins on date of hire.

**Effective Date:** Effective as of 8/16/07. Life events occurring on or after 5/16/07 will be considered eligible events under this policy.

**Full-time faculty members are eligible for one semester of modified duties or the equivalent extended over two semesters.**

#### Option A: Automatic in cases of childbirth or adoption

- Notification using Modified Duties Semester form and documentation required
- Birth/adoptive mother or primary caregiver is released from onsite duties such as classroom teaching, clinical field placement, teaching, research or clinical laboratory duties, on-site librarian duties, student advising and committee work
- Birth/adoptive father or secondary caregiver duties defined in consultation with academic unit head; may include partial or complete release from onsite duties
- Not required to take modified duties semester

#### Option B: Requested in other circumstances

- Request, justification and documentation required
- Modified duties defined in consultation with academic unit head with the expectation that the needs of the faculty member will be met

#### **Basic Principles**

- Modified duties designed to provide sufficient time and flexibility for faculty to respond to his/her personal or family circumstances as necessary
- Faculty not required to “bank” duties: courses, advising, committee work, etc.
- Unit should provide reasonable resources to facilitate modified duties
- Faculty should notify the department chair or dean as appropriate four months prior to modified semester or as early as possible
- Faculty should not be penalized for using this policy
- Faculty may appeal denial of modified duties semester request to the Provost
- Policy does not replace FMLA, other leave or long-term disability
- Policy and Modified Duties Semester Forms are available on web at [www.sc.edu/provost](http://www.sc.edu/provost)

## FACULTY DUAL CAREER ACCOMMODATIONS

### New University Policy ACAF 1.61

**Purpose:** To enhance USC's ability to recruit and retain outstanding faculty and academic personnel. To create a framework for exploring employment opportunities for candidates' spouses and partners across departments, divisions and schools.

**Eligibility:** Applies to the spouse or partner of any potential faculty or academic administrator being recruited by USC if the spouse is in an academic field. If the spouse is not in an academic field, the Office of Dual Career Employment Services in Human Resources can assist with possible placement within USC or in the community (see <http://hr.sc.edu/employ/dualcareer.html>).

**Effective Date:** Effective as of 8/16/07.

### **USC commits to making every effort to assist with the employment search for spouses and partners of recruited candidates.**

- Policy designed to assist department chairs, program directors and deans attempting to explore a spouse or partner hire
- Helps USC recruit and retain talented scholars in situations where employment of the spouse or partner is a significant factor in a candidate's decision to accept an offer.
- Policy does not create any entitlement or contractual rights to employment.

### **Process**

- Deans' offices should inform all department chairs, program directors and search committees chairs of this policy.
- All candidates should be notified of the existence of this policy *as early as possible in the search process.*
- Language can be included in advertisement for position: "The University of South Carolina is responsive to the needs of dual career couples."
- Primary dean is responsible for coordinating process and contacting other units or schools.
- An expedited search for dual career accommodation is possible when necessary.
- 'Bridge' funding of a position for a preliminary period may be possible if relevant Deans provide necessary support.

### **Basic Principles**

- Must be an appropriate fit between spouse/partner's qualifications and position
- Offer extended only if strong support exists in target unit or department
- Spouse/partner hire must comply with USC policies and receive all appropriate approvals
- Policy is available on web at [www.sc.edu/provost](http://www.sc.edu/provost)

## **OTHER FAMILY-FRIENDLY POLICIES**

### **Extension of sick leave beyond Family and Medical Leave (FMLA)**

- For physician-certified illnesses, USC employees are allowed up to 180 work days of leave with pay or 180 calendar days of combined leave with and without pay. (See University Policy HR 1.06)
- Authorized leave may extend to 365 days in extenuating circumstances and at the discretion of the President (See University Policy HR 1.06 and USC Columbia Faculty Manual, p. 41)
- Leave transfer program is available for catastrophic illness (See University Policy HR 1.10)

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### **Part-time status is allowed for full-time USC faculty and staff if approved**

- Full health insurance and state retirement benefits are provided if the faculty or staff member is working at least 20 hours per week (See University Policy HR 1.60)
- Salary and accrued leave are prorated to the number of hours as a percent of FTE