University Policy 7265

Faculty Leave for Birth/Adoption and Teaching Workload Release Plan

Effective Date

December 2017

Last Revision Date

March 2020

Responsible Party

Provost and Vice President for Academic Affairs, (208) 426-1202
Human Resources, (208) 426-1616

Scope and Audience

This policy applies to full-time faculty who teach, including tenured and tenure-track faculty, librarians, clinical faculty, research faculty, lecturers, and instructors. This policy does not apply to non-teaching administrative faculty.

Additional Authority

- State Board of Education Policy II. I. 5.d. Leaves – All Employees
- University Policy 4340 (Tenure and Promotion Guidelines)
- University Policy 7320 (Family Medical Leave Act)
- University Policy 4215 (Part-Time Tenure Eligible Faculty)
1. **Policy Purpose**

To support faculty as they balance professional and family duties before and after the birth or adoption of a child.

2. **Policy Statement**

Boise State University recognizes the unique needs of faculty who teach who must balance research, teaching, and parental obligations. The University, as well as the individual, benefits from arrangements that help faculty pursue their academic careers while raising a family. A Faculty Administrative Leave and Workload Release Plan provides continuation of pay and benefits for faculty during times of adoption or birth of a child.

3. **Definitions**

3.1 **Administrative Leave**

For the purposes of this policy, six weeks paid time off related to birth or adoption. During Administrative Leave, faculty have no professional responsibilities to the University.

3.2 **Workload Release**

An exemption from teaching available to eligible faculty. During this Release, faculty will attend to other reduced workload responsibilities as per department/unit policy.

4. **Responsibilities and Procedures**

4.1 **Eligibility**

Applies to full-time faculty who teach including tenured and tenure-track faculty, librarians, clinical faculty, research faculty, lecturers, and instructors who are the parent of a newborn child, or who have adopted a child of any age.

a. Faculty will return to full workload for a period of at least one (1) year after Administrative Leave and Workload Release.

b. Administrative Leave for Two Parents. The University will grant all eligible faculty employees Administrative Leave and Workload Release.
4.2 Administrative Leave

a. All eligible faculty will automatically receive Administrative Leave related to the birth or adoption of a child. If faculty wish to take additional time off, they may use their personal sick leave or apply to use shared leave, in order to take up to six additional weeks off. FMLA must be used concurrently with Administrative Leave when applicable (see also University Policy 7230 (Family Medical Leave Act)).

b. Any eligible Faculty who give birth or adopt in the summer may take Administrative Leave in the fall semester.

4.3 Workload Release

a. A faculty member with teaching responsibilities who is otherwise eligible for Administrative Leave is entitled to relief from teaching responsibilities with no loss of pay or benefits.

b. Workload Release includes one full teaching load release during any single semester. It also includes a reduction of other duties (such as advising, departmental service, and committee work) for the entire semester.

4.4 Workload Release Timing

The faculty member shall work with their department and Dean to determine whether the Workload Release is applied to the semester in which the birth or adoption occurs, or in the following semester.

4.5 Other Considerations

a. Teaching that would otherwise be carried out during the Workload Release period may not be shifted to other semesters against the wishes of the person taking such paid leave.

b. The University will continue to pay the employer’s share of the cost of fringe benefit programs such as health care insurance, group life insurance, etc. on behalf of the employee. This does not apply to off-contract periods.

c. Optional Part-time Status: Tenure track faculty may request a temporary part-time appointment under exceptional circumstances due to Administrative caregiving responsibilities. See University Policy 4215 (Part-Time Tenure-Eligible Faculty) to review details for such a request.
4.6 Tenure Clock

When paid Administrative Leave is granted for non-tenured tenure-track faculty, a one-year extension of the tenure probationary period will be automatically granted. Faculty may opt out of the automatic extension by requesting to seek tenure and promotion on the original timeline.

4.7 Sabbatical Eligibility

Any Workload Release or use of Administrative Leave under this policy will not interrupt the service eligibility requirement for sabbatical leave.

4.8 Administration of Leave

It is the Department’s responsibility to create the written plan for staffing the period of Administrative Leave and/or Workload Release. Development of this plan can be done in consultation with all parties. When possible, the plan should be submitted in advance of the semester in which the birth or adoption is anticipated to occur and requires approval by the College Dean. Ultimately the faculty member’s supervisor, not the faculty member, is responsible for developing the staffing plan for the period of Administrative Leave and/or Workload Release. The Dean’s office will maintain a file with these plans for reference and to ensure consistency over time.

5. Related Information

University Policy 4440 (Faculty Sabbatical Leave)

Revision History

April 2018; July 2019; March 2020