

FOCUS Summary of Penn Policies Related to Career-Family Balance

(From updated policies published in Almanac 2-28-06, 5/08/07)

1. Reduction in Duties

- a. All 4 tracks may request a reduction in duties that may not exceed 6 years.
 - b. Can be granted for
 - i. Serious illness or injury
 - ii. Care of an ill family member
 - iii. Child or dependent care
 - iv. Elder care
- (This is not for faculty anticipating retirement; that will be handled in a different policy.)
- c. Typically, a reduction in duties does not exceed 50% of full duties.
 - d. Always accompanied by proportional reduction in salary and salary-based benefits (i.e., life insurance and retirement contributions; medical benefits remain intact.)
 - e. A 50% reduction in duties for 2 years can be accompanied by a one year extension of the probationary period. OR
 - f. UPDATE: Periods of reduction in duties that are less than 50% (.5) may also result in extension of the probationary period IF the portion of reduced effort multiplied by the period of years it is taken equals or exceeds 1. Some examples of reduction scenarios that would offer a 1 year extension: 25% reduction for 4 years; 33% reduction for 3 years; 40% reduction for 3 years; 40% reduction for 1 year and 30% reduction for 2 years.)
 - g. Any extension of the probationary period will not take effect until the reduction in effort taken equals 1.
 - h. Cannot exceed 10 (tenure) and 13 (CE) year probationary periods.
 - i. There is no language in this policy specifically stating that if you are at 80% FTE for 5 years, you are also entitled to an extension proportional to your reduction in duties. (This is currently being explored by the Gender Equity Committee of the medical school; in the meantime, if one wanted to do this, it would need to be discussed with Faculty Affairs.)

2. Extension of Probationary Period for tenure or promotion to associate professor

- a. Tenure, CE and Research faculty are eligible for a one-year extension of the probationary period when:
 - i. A child is born, adopted or placed in foster care into faculty member's household who is the primary or co-equal caregiver.
 - ii. A faculty member is primary caregiver to a parent, child, spouse or domestic partner with a serious health condition.
 - iii. The faculty member is unable to perform functions of position due to a serious health condition.
- b. If both spouses/partners are faculty and co-equal caregivers, both may obtain extension of the tenure probationary period.
- c. To be sure the faculty member is not penalized by the longer probationary period when evaluated by external reviewers, the letter from the Dean soliciting the review will specifically state that the candidate's productivity should be reviewed as if the period had been normal.

- d. Deans and Chairs are responsible for ensuring that all eligible faculty get the Notification of Extension form.
 - i. Must be filled out within one year of the birth, adoption, or foster care placement.
 - ii. University will essentially approve this automatically.
- e. Cannot exceed 10 (tenure) and 13 (CE) year probationary periods.

3. Faculty Parental Policy: Applies only to TEACHING

- a. “The arrival of a new child into a family, either at the time of birth or adoption, typically requires that one parent devote substantial time to child care duties...that cannot be delegated to another adult. ...these duties often are incompatible with the time required by a full-time faculty member’s University obligations. In recognition of this...”
- b. For Standing Faculty only.
- c. If primary caregiver of newly arrived child, faculty member is entitled to a reduction in teaching duties to 50% in a given academic year, with no reduction in pay.
- d. The period without teaching duties will commence within 6 months of the birth/arrival of child.
- e. Expected to meet other departmental and university responsibilities (research, committees, advising).
- f. If both parents are faculty members, only one parent is entitled to the 50% reduction; if the parents wish to share, they may be able to prorate if permitted by the home departments.

4. Maternity Policy

- a. “A faculty member who gives birth normally is entitled to eight weeks’ paid time off, or longer if her physician certifies a longer period, under the University’s sick leave/short term disability policies.”
- b. Does not apply to adoption.