The following **Frequently Asked Questions** are intended to address topics of general interest to faculty at the University of Maryland at College Park. For further information about the University of Maryland ADVANCE Program for Inclusive Excellence and our activities, please see our website at:  [www.advance.umd.edu](http://www.advance.umd.edu)

For formal campus policies, procedures, forms and other useful information pertaining to faculty affairs, please see the Office of Faculty Affairs website at:  [www.faculty.umd.edu](http://www.faculty.umd.edu)

**Faculty Family & Medical Leave**

**Q. Who is eligible for family and medical (F&M) leave?**
**A.** All faculty members (tenured, tenure-track and non-tenure track) who have been employed by the University for at least 12 months prior to the date of leave are entitled to 60 days of job-protected family and medical (F&M) leave.

**Q. Is this paid or unpaid leave?**
**A.** The University of Maryland requires faculty members to first use any available paid leave for which they may be eligible (accrued sick leave, annual leave, or personal leave, as well as collegial leave). If the need for leave lasts longer than the number of paid leave days available, the remaining period of F&M leave is unpaid.

**Q. Under what circumstances may I take 60 days of F&M leave?**
**A.** Faculty members are entitled to take F&M leave for the following reasons:
- Birth of the faculty member's child.
- Placement of a child with the faculty member for adoption or foster care.
- Need to care for the faculty member's child within a twelve (12) month period from birth or placement.
- Need to care for the faculty member's school-aged child under the age of 14 during the child’s vacations, as long as the leave does not create a hardship for the academic unit.
- Need to care for the faculty member's immediate family member who has a serious health condition.
- Serious health condition of the faculty member.

**Q. When do I need to request F&M leave?**
**A.** When the need for F&M is foreseeable, faculty members should complete the application for the use of F&M leave at least thirty calendar days before the leave is to begin. Faculty must provide adequate documentation for F&M leave, the form of which may vary depending on the specific circumstances for the request.¹ All leave requests must be approved by the Provost or designee.

**Q. What if I need to take F&M leave that was unexpected (thirty days notice not possible)?**
**A.** When possible, the faculty member should apply for leave within two working days of the need for leave. In emergency circumstances, the faculty member (or designee) may give notice and apply for F&M leave as soon as is practical.
Q. What happens if I need to take leave within the first year of my appointment?
A. While new faculty are not eligible to take the 60 days F&M leave, and will not have accrued any significant amount of annual or sick leave, instructional faculty may request to use collegial leave through their academic unit.

Q. May I take F&M leave more than once?
A. Yes. Fulltime faculty members are eligible for up to 60 days of F&M each calendar year.

Q. My spouse/partner is also a faculty member at UMCP, can she/he also take F&M leave?
A. Yes.

Q. Do I have to take my 60 days of F&M leave all at once?
A. No. F&M leave can be taken continuously, on a reduced leave schedule, or intermittently over the course of a calendar year².

Q. Does my F&M entitlement “roll over” from one calendar year to the next?
A. No. A full–time faculty member is entitled to a maximum of 60 workdays of F&M leave each calendar year.

Q. What happens to my health benefits during my F&M leave?
A. If the faculty member is on paid F&M leave, health benefits continue per usual (and employer and employee insurance premium contributions continue to be made). If the faculty member is on unpaid F&M leave, he or she may elect to continue employer–subsidized health benefits by contacting the University Benefits Office and making arrangements for payment of the employee contribution to the insurance premium.

Q. Will I accrue annual or sick leave during my F&M leave?
A. No. Faculty do not earn annual or sick leave while they are on unpaid F&M leave.

Q. As a faculty member at UMCP, what other types of leave are available to me?
A. Full–time 12–month faculty members earn 22 days of annual leave, three personal days, and accrue sick leave at the rate of 1.25 days per month. Nine–month faculty members do not earn annual leave or personal leave but do accrue sick leave at the rate of 1.25 days per month. Leave is earned on a proportional pro–rata basis for faculty on partial appointments (of 50% or more).

Faculty who have been employed full–time for at least one year may request a full or partial leave without pay in circumstances involving poor health, family obligations, or professional obligations that support the mission of the University and do not significantly disrupt the program of the faculty member’s academic unit. Instructional faculty may also request collegial leave in situations where the faculty member must be absent from class as a result of short–term illness or injury.

Finally, there are certain “special situation” types of leave (e.g., jury duty, professional leave for librarian faculty, etc). For a complete list of leave policies, see www.faculty.umd.edu/specificpolicies/leave.html
Tenure Extension (Stop the Clock)

Q. How long do I need to be employed at the institution in order to be eligible for tenure extension due to childbirth or adoption?
A. An extension of the tenure clock due to childbirth or adoption is available immediately upon employment with the University.

Q. How do I receive an extension of the tenure clock for childbirth or adoption?
A. Any tenure-track faculty member who becomes the parent of a child by birth or adoption will automatically be granted a one-year extension of the deadline for tenure review, provided that they notify their unit head and complete the requisite paperwork.

Q. What paperwork do I need to submit in order to obtain an extension for childbirth or adoption?
A. Faculty members must submit a Notification of Delay of Mandatory Tenure Review Due to Childbirth or Adoption, to the Office of Faculty Affairs. Normally this process should be initiated within a month of the expected arrival of the child.

Q. How many times can I receive an automatic extension?
A. A second extension of the tenure clock due to the birth or adoption of another child will be granted automatically, so long as the faculty member receives no more than a total of two extensions (including those granted for reasons other than the birth or adoption of a child).

Q. If my spouse/domestic partner is also a tenure-track faculty member at UMCP, does she/he also receive an automatic one-year extension of time for tenure for childbirth or adoption?
A. Yes.

Q. Can I receive an extension of the tenure clock for situations OTHER than childbirth/adoption?
A. Yes, but the request is not automatically granted. Faculty members may request an extension of time for tenure consideration based on personal or professional circumstances that substantially impede normal professional development of the faculty member. These circumstances may include:
• Personal illness or injury.
• Care of ill or injured dependents, including children, relatives, or any other persons who are dependent on the faculty member for care.
• Death of a spouse, partner, family member, or other closely affiliated person.
• Individual departmental, or facility-related situations that are beyond the control of the faculty member.
Note: requests for tenure extension under these circumstances must be made at the time the circumstance occurs.

Alternative (Part-Time) Status of Tenured and Tenure-Track Faculty

Q. When may tenured and tenure-track faculty become part-time?
A. Per University policy, such faculty are eligible for temporary part-time appointments from 50 to 99% FTE from the time of hire.
Q. Are child-rearing responsibilities a basis for requesting temporary part-time status?
A. Yes. Tenured or tenure-track faculty may request a temporary reduction to part-time status in order to prepare for a newborn child and/or to care for a child under the age of five years (including children placed in the home via adoption or foster care).

Q. How will part-time status affect my tenure clock?
A. Temporary reductions to part-time status result in a one year delay in the tenure clock.

Q. If my spouse/domestic partner is also a tenure-track faculty member at UMCP, is she/he also eligible for a temporary part-time appointment?
A. Yes.

Q. How long can I be on part-time status?
A. Tenure-track faculty may request part-time status for up to two years. Tenured faculty may request part-time status for up to two years, with the option of subsequent renewals of part-time status (with proper approvals).

Q. How do I request part-time status?
A. The faculty member makes a written request to his or her chair/unit head. This request must be submitted before the end of the semester before the appointment is slated to begin. The proposed reduction is discussed and a mutually acceptable MOU is prepared, outlining the specific terms of the reduction (e.g., reduction of teaching load, service commitments, etc.). This MOU and a letter of support/opposition from the chair are submitted to the Dean of the college, and subsequently to the Provost, for approval or denial.

Q. Do I have any recompense if my department chair or dean says no?
A. A faculty member who believes that her/his request for part-time status has been unfairly or improperly denied may bring the matter to the Faculty Ombuds Officer.

Q. What if I come back from leave due to childbirth/adoption and have received a one year extension on my tenure clock but then decide to do a part-time appointment? Can a faculty member seek extensions of the mandatory tenure review year under both policies?
A. Yes. Tenure-track faculty may receive a one year delay of tenure review due to childbirth/adoption and an additional one year delay of tenure review due to a request for a temporary part-time appointment, resulting in a two year delay of the mandatory tenure review.

Family Care Resource and Referral Service

Q. Who is eligible?
A. All faculty, staff, post-docs, and students may use the resource and referral service at no cost.

Q. What child-related services does the resource and referral service provide?
A: The Family Care Resource and Referral Service provides assistance with:
• Identifying child-care centers, family day-care providers, nanny and au pair resources.
• Navigating the childcare selection process – how to select and what criteria to use
• Identifying other types of resources, including: preschools; Montessori programs; full–day programs; infant/toddler programs, such as Mommy and Me; part–time and full–time stay–at–home mom resources; private school resources; special needs resources; before/after school care; summer camp; and county and city programs.

Q: Does the referral service collect input on the various care providers and/or rate them in any way?
A: No. The Family Care Resource and Referral Service does not collect input and/or rate the referral services.

Q: Who vets/licenses the childcare/eldercare providers and other services referred by the Family Care Resource and Referral Service?
A: State licensing bodies, including the Department of Social Services of Virginia and certain Virginia county social services offices, the Department of Education of Maryland, and the Dept of Health Regulation Administration of the District of Columbia.

Q: What elder–related services does the resource and referral service provide?
A: The resource and referral service provides assistance with identifying legal and financial resources; eldercare facilities, geriatric care physicians; agencies that provide evaluations of needs of elderly/disabled parents and relatives; psychiatric resources; and public/private resources to provide case management for aging.

Q. Where can I get more information?
A. http://www.personnel.umd.edu/Family_care/
   Office: 1116 Cole Student Activities Bldg
   Phone: 301.897.8272
   Email: ccmrfrcr@aol.com

1 For example, in the case of requests for leave due to childbirth or serious health conditions, the faculty member must provide certification from the faculty member’s or family member’s health care provider. For further details, see II–2.31(A) University of Maryland Policy on Family and Medical Leave for Faculty.

2 Reduced leave is defined as leave that is taken at something less than eight hours per day. For example, a full–time faculty member may choose to take 30 days of leave (total) by taking 4 hours of leave per workday for 60 days, or 50% leave. Note: Part–time leave should not be confused with part–time appointments.

3 Examples include (but are not necessarily limited to): failure to complete construction of a lab, breakdown of a computer system needed to access /analyze data, etc.