

Family-Friendly Policies

USC Columbia and Regional Campus Faculty

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

Review and Approval Process

All notifications and requests for extension of a faculty member's probationary period or of a scheduled post-tenure review must be submitted on the Tenure Clock/Post Tenure Review Extension Form (ACAF 1.05 and 1.31); all notifications and requests for modified duties for a faculty member must be submitted on the Faculty Modified Duties Semester Form (ACAF 1.60).

Extension of the Tenure Clock and Third Year Review**

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.

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 the faculty member or the faculty member's family member; death of parent; placement of foster child; or other relevant circumstances
- Request, justification, and documentation required. (Letters of request and certification documents should not include any specific information regarding medical history of the faculty member or a family member, including specific manifestation of diseases and disorders.)

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

- In exceptional circumstances as deemed appropriate and necessary

Basic Principles

- Notification or request for tenure clock extension must be within 12 months of event
- The maximum probationary period may not be extended more than three times. Faculty members' probationary term of appointment may not exceed 10 years.
- 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
- 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
- Full policy and required forms are available on web at www.sc.edu/provost/policies/familyfriendly

University Policies ACAF 1.05 & ACAF 1.31

<http://www.sc.edu/provost/policies/familyfriendly>

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Extension of Scheduled Post-Tenure Review**

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

Eligibility: All full-time tenured faculty members scheduled for post-tenure review.

Option A: Requested one-year extension of a scheduled-post tenure review

- In cases of birth or adoption of child; or placement of a foster child
- In cases of serious illness of the faculty member or serious illness or death of the faculty member's spouse/partner, child or parent
- Other relevant circumstances, as approved
- Request, justification, and documentation required. (Letters of request and certification documents should not include any specific information regarding medical history of the faculty member or a family member, including specific manifestation of diseases and disorders.)

Option B: Provost approved one- to three-year extension of scheduled post-tenure review

- In exceptional circumstances as deemed appropriate and necessary

Basic Principles

- Notification or request for scheduled post-tenure review extension must be within 12 months of event
- A scheduled post-tenure review may not be extended more than three times. Faculty members' probationary term of appointment may not exceed 10 years.
- Form will normally be submitted prior to the beginning of the year of the scheduled post-tenure review
- Faculty may appeal a denial of a requested extension to the Provost
- Full policy and required forms are available on web at www.sc.edu/provost/policies/familyfriendly

Modified Duties for Faculty

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.

Full-time faculty members are eligible for a modified duties semester which may occur during the fall or spring semester of an academic year. Alternatively, the equivalent of one semester of modified duties may be distributed over two semesters.

Option A: Automatic in cases of childbirth or adoption

- 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. (**Faculty member not required to take modified duties semester**)
- Birth/adoptive father or secondary caregiver duties defined in consultation with academic unit head; may include partial or complete release from onsite duties

<http://www.sc.edu/provost/policies/familyfriendly>



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Modified Duties for Faculty (continued)

Option B: Requested in other circumstances

- Request, justification and documentation required. (Letters of request and certification documents should not include any specific information regarding medical history of the faculty member or a family member, including specific manifestation of diseases and disorders.)
- 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
- In case of birth or adoption, modified duties must be concluded within 12 months of life event. Faculty members are still eligible if life event occurs during summer months
- 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
- Full policy and required forms are available on web at www.sc.edu/provost/policies/familyfriendly

Faculty Dual Career Accommodations

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 candidate’s spouses or 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>).

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

<http://www.sc.edu/provost/policies/familyfriendly>



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Faculty Dual Career Accommodations (continued)

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 and the designated individual in the Provost Office
- Under circumstances defined by the Provost, the Provost will provide funding for a spousal/partner hire if the hire is in the tenure-track or instructor position, if the hire meets the unit criteria, and if the unit faculty are in agreement with the hire
- '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
- Full policy is available on web at www.sc.edu/provost/policies/familyfriendly

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 (HR 1.10)

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

- See Faculty and Staff Summary of Benefits http://hr.sc.edu/benefits/benefits_summary.pdf
- Salary and accrued leave (if eligible) are prorated to the number of hours as a percent of FTE

Questions?

Contact the Provost Office at 803-777-2930

or provost@sc.edu

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