CHAPTER 9

**9. COMPENSATION, BENEFITS, AND FACULTY**

**RESOURCES**

**9.1.Board Recognition of Faculty and Staff**

A. Upon death or retirement of any dean, administrative ofﬁcial, or tenured faculty member, who has served at least ten years in The University of Alabama System or of any other em­ployee rendering exceptional service, a formal resolution of recognition and appreciation containing the individual's biographical information and accomplishments shall be presented to the Board for its consideration, with the recommendation of the applicable president and the chancellor.

B. Upon notice of retirement of any employee who is not recognized in Section 9.1A and who has served at least ten years in The University of Alabama System, the Board on recom­mendation of the applicable president and the chancellor, may award to the employee a cer­tiﬁcate of citation. Presentation of the certiﬁcate shall be made by or on direction of the ap­plicable president or the chancellor.

C. Upon recommendation of the applicable president and the chancellor, the Board may also recognize by appropriate resolution, either on termination of employment or at any other time, outstanding accomplishments or any members of the faculty or staff in teaching, re­search, or service.

**9.2.Compensation for Job-Related Injuries and Disabilities**

The university provides beneﬁts for employees who are injured during the performance of ofﬁ­cial duties.Occupational injury beneﬁts are generally equivalent to those payable under the Alabama Workmen's Compensation statute, which can be found in greater detail on the state website; however, such payments may be reduced by the amount of health insurance beneﬁts carried by or on behalf of the employee.

As a condition to the payment of health care costs and/or disability beneﬁts, a claim must be ﬁled by the employee and reviewed and approved by the university. Claim forms are available in the Ofﬁce of Counsel and should be ﬁled with that ofﬁce when completed.

**9.3.Consulting**

Consulting is a privilege that is encouraged if it is of a non-routine character and at a high pro­fessional level and does not entail potential conﬂicts of interest.Such activities promote the univer­sity's image in the community as a quality institution of higher education and as a partner in economic development.

Within the purview of this policy, consultation is deﬁned as the rendering of professional serv­ices for remuneration or reasonable expectation of ﬁnancial compensation either to the faculty member, a family member, or associate to organizations both outside and within the university.

(e) providing speciﬁc professional services other than those rendered through the university.

If there is a question re­garding whether the activity is consulting, the faculty member should discuss the activity with the appropriate chair and dean.

Endeavors for ﬁnancialteaching, scholarly and/or creative activities, and service) to the uni­versity or place the faculty member in a conﬂict of interest or conﬂict of commitment situation. Faculty are responsible for insuring that consulting activities are conducted in accordance with the university’s policy on conﬂict of interest as well as the university’s policies on disclosure of discoveries and inventions, patents, and computer software.

Consulting and the performance of activities by full-time faculty members for extra compensa­tion within and outside the university should rarely exceed 36 hours a month, non-cumulative, above and beyond the time required to fulﬁll their primary responsibilities to the university. This restriction does not apply during the summer when faculty members are considered to be on leave unless they are engaged in and being compensated for teaching, research, and/or serv­ice for the university. Teaching a course at another institution is normally considered a conﬂict of interest for a faculty member and hence does not normally fall within the privilege of consult­ing. Exceptions may be authorized by the dean in consultation with the department chair.

If appropriate, the chair and dean shall consult with the Vice President for Research, Provost or other speciﬁc university administrators on a project-by­project basis. A disclosure and request for approval of consulting form (available from the Of­ﬁce of the Provost) must be submitted and approved prior to the initiation of consulting activi­ties to be performed during periods other than those periods when faculty members are con­sidered to be on leave.If the dean or the faculty member is not satisﬁed with the outcome of resolution efforts, the university's professional review committee shall review the situation (fol­lowing steps identiﬁed elsewhere in this document) and make written and timely recommenda­tions to the Provost. If the faculty member is not satisﬁed with the professional review commit­tee's ﬁndings, the faculty member may appeal to the Provost. Of course, the faculty member has full right to appeal through normal university grievance procedures (following procedures identiﬁed elsewhere in this document).

**9.3.1.Consulting within the University**

Faculty may be permitted to perform consulting and other types of service within the university when the individual has specialized training or knowledge essential to the programs and where the performance of these duties is such that it is above and beyond the commitments associ­ated with the faculty appointment. The consulting must be across departmental lines; there­fore, a faculty member may not consult for his or her own department.

**9.3.2.Consulting Outside the University**

The consulting activity must be compatible with the interests of the university as a public aca­demic institution and must not require more than a de minimus use of university resources or facilities. Faculty consulting activities that require signiﬁcantProcedures for such grants and contracts are available in the Ofﬁce of Sponsored Programs.

When participating in consulting activities other than university grants or contracts outside the university, the faculty member shall provide an explicit statement that the university is not par­ticipating in or sponsoring the activity.

**9.3.3.Reporting**

Faculty members shall report their consulting activities annually during the normal reporting process. The dean shall provide a summary of all consulting activities of the college to the Pro­vost at the end of each semester. In addition, the state of Alabama requires all employees who make more than $50,000.00 from the state to report their consulting activities on an ethics form annually.

**9.3.4.Sponsored Projects**

Procedures to implement subcontracts are in place in the Ofﬁce of Sponsored Programs. Approvals must be obtained on a Consultant Subcontract Approval Re­quest (CSAR) through the vice presidential level.

**9.4.Insurance and Retirement Beneﬁts**

**9.4.1.Insurance Beneﬁts**

Group term life insurance, accidental death and dismemberment insurance, and long-term dis­ability insurance (partial salary continuation) are provided by the university at no cost to regular full-time faculty members.

Waiver of this policy may be granted for those who provide evidence of substan­tially equivalent coverage through another group or through individual policies. The university pays a major portion of the monthly premium for the employee and also shares in the cost for those who insure their dependents.

**9.4.2.Retirement Beneﬁts**

 Effective October 1, 2011 employees contribute 7.25% , rising to 7.5% effective October 1, 2012, of their gross salary, with a matching contribution being paid by the state, by a grant, or other funds (depending upon the source of funding for the position). This matching contribution varies in amount and is based on an actuarial determination of the funds necessary to provide beneﬁts granted by law for members.

After ten or more years of creditable service, a member has a vested interest in the state re­tirement fund, which means the member is eligible for deferred retirement beneﬁts. Eligibility is not lost if the employee leaves the employ of the university thereafter, as long as the em­ployee's contributions are not withdrawn. Upon attain­ment of that age, therefore, an employee who has vested may retire and apply for monthly re­tirement beneﬁts. Members who have 25 years of creditable service may retire with beneﬁts regardless of age.

In effect, TRSA contributions are not considered to be wages and therefore are not sub­ject to taxation until they are withdrawn. An employee who obtains a refund of contribu­tions upon termination of university employment will be taxed on all tax-sheltered contribu-tions, unless these amount are re-invested in an IRA or other qualiﬁed plan. If the amount of the refund is rolled over the refund amount will not be taxed until withdrawn from the recipient IRA or qualiﬁed plan. The Retirement System of Alabama will facilitate a direct rollover into an IRA or other qualiﬁed plan. In addition, if the withdrawal occurs before the employee reaches age 59 1/2 and if the refund is not reinvested or "rolled over" into an Individual Retirement Ac­count or other qualiﬁed retirement plan, any taxable portion will be subject to applicable penalties/withholdings as speciﬁed by law.

The amount of retirement income is determined by the number of years of participation, the Earnable compensation (total compensation from employment) (using the best three out of the last ten years' compensation), a retirement factor of approximately two percent per year of service, and the option chosen by the individual at the time of retirement.

The university requires all regular full-time faculty to carry health insurance as a condition of employment. Waiver of this policy may be granted for those who provide evidence of substan­tially equivalent coverage through another group or through individual policies.

**9.5.Faculty Leave Account**

The university shall establish and maintain a centralized Faculty Leave Account to pay the costs of providing substitutes in the classroom for faculty members who are on paid sick leave, parental leave, or sabbatical leave in accordance with Sections 9.9. The Faculty Leave Account shall be administered by the Ofﬁce of the Provost. The purpose of the fund is to provide Col­leges with the resources to hire temporary replacements to cover the classes of a faculty member who is on paid leave or to compensate colleagues who temporarily assume the teach­ing responsibilities of a faculty member who is on paid leave. The department chair or equiva­lent and dean of the faculty member who is on leave are responsible for submitting a requisi­tion to the Provost for allocation of funds from the Faculty Leave Account.

**9.6.Sick Leave**

The university recognizes that decisions regarding the granting of leave for illnesses and short-term disabilities affect the faculty member, his/her family, colleagues, students, and the admin­istrators concerned. Faculty leave procedures are intended to insure that the interests of all these parties are considered and resolved consistently through a fair and orderly process.

As a general principle, faculty members or their designated representatives are to advise their department chair of any illness or injury established by a physician that may result in their ab­sence and inability to carry out their assigned duties. This must be done in as timely a manner as possible so the university may respond with an appropriate arrangement to take care of the faculty member’s responsibilities during the period of absence.

All communications and correspondence related to the processing of sick leave requests, the monitoring of sick leave, and the evaluation of the medical condition of faculty members during the period of their sick leave shall be treated as conﬁdential and maintained separately from the personnel ﬁle. Access to such materials and medical information about faculty members shall be restricted to university personnel who have a legitimate need for it in connection with the implementation of the Sick Leave Policy or the performance of their duties.

The university recognizes its obligations under state and federal law, including, but not limited to, the American’s with Disabilities Act (ADA), the Rehabilitation Act of 1973 (RA), the Family and Medical Leave Act (FMLA), the Health Insurance Portability and Accountability Act (HIPAA).

**9.6.1.Faculty with Fixed-Term Appointments**

Adjunct faculty, visiting faculty, part-time lecturers, and full-time lecturers who have been em­ployed by the university for less than one year, and temporary faculty are ineligible for paid sick leave.

The running of ﬁxed-term faculty appointments will not ordinarily be affected by the granting of sick leave status, in the sense that a faculty member with a term appointment will have no right to return to duties after the expiration of that term.

**9.6.2.Faculty with 12-Month Full-Time Appointments**

Tenured, tenure-track, research, clinical, and library faculty members who are on 12-month ap­pointments and have full-time status throughout the year are eligible for annual/vacation, be­reavement, holiday, maternity, personal, sick and uniformed service leave in accordance with policies applicable to other fulltime, 12 month employees of the university.

**9.6.3.Faculty with Full-Time, but Less than 12-Month Appointments**

Sick leave under this policy is available for tenured, tenure-track, library, clinical, and research faculty who have full-time appointments for less than 12 months or who have full-time ap­pointments during the academic year and part-time appointments during the summer. Sick leave under this policy also is available to lecturers who have been employed by the university in a full-time position for more than one year.

*9.6.3.1.Categories of Sick Leave*

For the purposes of this policy, sick leave will be categorized as follows: (1) Short-Term: Absence of a faculty member by reason of his/her illness, injury, or other physical or mental in­capacity that is projected to continue for thirty (30) calendar days or less where it appears that he/she will, with reasonable accommodations (if appropriate), return to duties at the end of that time; (2) Intermediate-Term: Absence of a faculty member by reason of his/her illness, injury, or other physical or mental incapacity that is projected to continue for more than thirty (30) calen­dar days but less than 90 calendar days where it appears that he/she will, with reasonable ac­commodations (if appropriate), return to duties at the end of that time; (3) Long-Term: Absence of a faculty member by reason of his/her illness, injury, or other physical or mental incapacity that is projected to continue 90 days or longer where it appears that he/she will, with reason­able accommodations (if appropriate), return to duties at the end of that time.

For the purposes of this policy, all references to “chair” for the College of Nursing and Library shall mean the responsible administrator within the unit.

*9.6.3.2.Advisory Group*

To assist in the implementation of these procedures, the Provost shall appoint, in cases of in­termediate or long-term leave, an advisory group, which will consist of the university Ombud­sperson, a member of the Faculty Senate appointed by the Senate Executive Committee, and one representative from each of the following: (1) the Human Resources Ofﬁce, (2) the Ofﬁce of Counsel, and (3) the Ofﬁce of the Provost.

*9.6.3.3.Requests, Approval, and Terms of Short-Term Sick Leave*

*Requests*. A request for Short-Term Sick Leave shall be made by the faculty member, or his/her designated representative, to the department chair. The request may be oral.

*Approval*. The chair may act on requests for Short-Term Sick Leave without consultation and shall approve such leave to faculty members upon receipt of information substantiating the need for such leave. The chair may require a physician’s veriﬁcation of the existence of illness, injury, or other physical or mental incapacity. The chair shall inform and consult with the dean if there are indications that there may be (1) an abuse of the leave process through repetitive short-term absences; (2) an underlying medical and/or psychological problem that has not been revealed by the faculty member; (3) a likelihood that the faculty member will not be able to return to duties before the next semester starts; or (4) a steady decline in the physical or mental health of the faculty member.

*Coverage of Classes*. The faculty member, if able, is responsible for arranging such coverage of classes, in consultation with the chair; otherwise the chair is responsible. To the extent feasible, colleagues will normally cover the classes of a faculty member on Short-Term Sick Leave. If qualiﬁed colleagues are not able to provide coverage or if doing so would create an unreason­able burden for such colleagues, it may be necessary to hire temporary faculty as substitutes for the faculty member on leave. Funding for hiring temporary faculty to substitute for the fac­ulty member on leave shall be allocated by the Provost from the Faculty Leave Account (See Section 9.5).

*Monitoring Requirements*. The chair shall provide updates to the dean in those instances where the chair has informed/consulted with the dean regarding the leave.

*Pay Status*. Short-Term Sick Leave will be with full pay and beneﬁts, even if designated as FMLA Leave.

*9.6.3.4.Requests, Approval, and Terms of Intermediate-Term Sick Leave*

*Requests*. A request for Intermediate-Term Sick Leave shall be made by the faculty member, or his/her designated representative, to the chair in writing. It shall include a medical prognosis from a health-care provider for the projected duration of the absence.

*Approval*. Upon receiving a request for Intermediate-term Sick leave, the chair shall consult with the advisory group regarding possible Americans with Disabilities Act (ADA) /Rehabilitation Act (RA) implications and the appropriateness of designating the absence as Family and Medi­cal Leave Act (FMLA) Leave. Discussions may also include the possible need for further medi­cal evaluation(s) (immediate and/or future) to acquire additional information about the progno­sis for recovery and to help in determining ﬁtness for duty, where appropriate. Long-term dis­ability (“LTD”) insurance implications will also be considered. The chair shall discuss the results of the advisory group meeting with the dean. The chair, in consultation with the dean and with the assistance of advisory group members, shall then make such decisions as may be neces­sary and appropriate to the particular situation, such as whether further medical evaluations may be required and the timing of such evaluations, whether the absence will be designated FMLA Leave, etc.

The chair shall approve a properly presented and supported Intermediate-Term Sick Leave re­quest and shall inform the faculty member in writing of the terms under which leave is being granted, with a copy provided to the dean and the advisory group. Where appropriate, the chair shall advise the faculty member to consult with the Beneﬁts and Employment Services Ofﬁce for information about long-term disability (“LTD”) insurance.

*Coverage of Classes*. The chair is responsible for arranging coverage of the faculty member’s classes, in consultation with the faculty member if the faculty member is able. When feasible, colleagues will cover classes of a faculty member on Intermediate-Term Sick Leave. In such instances, the affected colleagues shall receive either additional pay for increased teaching or a reduction of teaching obligations during the next academic term commensurate with the addi­tional workload. If colleagues are not able to provide coverage, or if doing so would create an unreasonable burden for such colleagues, it may be necessary to hire temporary faculty as substitutes for the faculty member on leave. Funding for compensating colleagues or hiring temporary faculty to substitute for the faculty member on leave shall be allocated by the Pro­vost from the Faculty Leave Account (See Section 9.5).

*Monitoring Requirements*. At 30-day intervals from the date of the written Intermediate-term Sick Leave approval, the chair shall provide the dean, the advisory group, and the Provost with brief written summary updates regarding the then-current medical condition of the faculty member, the prognosis for recovery, the likely date of return to duties, and other information pertinent to long-range planning to ensure fair treatment for the faculty member, colleagues, and students. Updated summaries shall also be provided by the chair at any time changes in the faculty member’s condition justiﬁes.

*Pay Status*. Intermediate-Term Sick Leave will be with full pay and beneﬁts, even if designated as FMLA leave.

*9.6.3.5.Requests, Approval, and Terms of Long-Term Sick Leave*

*Requests*. A request for Long-Term Sick Leave shall be made in writing by the faculty member, or his/her designated representative, to the chair. It shall include a medical prognosis from a physician for the projected duration of the absence.

*Approval*. The dean is the approving authority. Requests for leave qualifying as Long-term Sick Leave will be handled as follows:

a. Upon receiving a request for Long-Term Sick Leave, the chair shall forward that request to the dean along with a written summary of pertinent information known to the chair. The chair also shall provide copies of this correspondence to the advisory group, the Provost, and the faculty member or his or her designated representative.

b. The dean and the chair shall meet with the advisory group to discuss any ADA/RA implica­tions, the appropriateness of designating the absence as FMLA leave, etc. They shall also ad­dress the issue of whether there is a need for further medical evaluation(s) (immediate and/or future) to acquire additional information about the prognosis for recovery and to help in deter­mining ﬁtness for duty, where appropriate. LTD insurance implications will also be considered. If the university requires additional medical evaluations it will be at the expense of the univer­sity.

c. After meeting with the advisory group, the dean shall make such decisions as may be nec­essary and appropriate to the particular situation, such as whether further medical evaluations may be required and the timing of such evaluations, whether the absence will be designated FMLA leave, etc.

d. The dean shall approve a properly presented and supported Long-Term Sick Leave request and shall inform the faculty member in writing of the terms under which leave is being granted, with a copy provided to the Provost and the advisory group. Where appropriate, the dean shall advise the faculty member to consult with the Beneﬁts and Employment Services Ofﬁce for in­formation about LTD insurance.

*Coverage of Classes*. The chair is responsible for arranging coverage of the faculty member’s classes, in consultation with the dean and the Provost and with the faculty member if the fac­ulty member is able. In some cases, it may be feasible for colleagues to cover the classes of a faculty member on Long-Term Sick Leave. In such instances, the affected colleagues shall re­ceive either prorated pay for teaching an overload or a reduction of teaching obligations during the next academic term commensurate with the additional workload. If colleagues are not able to provide coverage or if doing so would create an unreasonable burden for such colleagues, it may be necessary to hire temporary faculty as substitutes for the faculty member on leave. Funding for compensating colleagues or hiring temporary faculty to substitute for the faculty member on leave shall be allocated by the Provost from the Faculty Leave Account (See Sec­tion 9.5).

*Monitoring Requirements*. At 30-day intervals from the date of the written sick leave approval, the chair shall provide the dean, the advisory group, and the Provost with brief written sum­mary updates regarding the then-current medical condition of the faculty member, the progno­sis for recovery, the likely date of return to duties, and other information pertinent to long-range planning to ensure fair treatment for the faculty member, colleagues, and students. Updated summaries shall also be provided by the chair at any time changes in the faculty member’s condition justiﬁes.

*Pay Status*. Long-Term Sick Leave shall be granted as leave with full pay and beneﬁts, even if designated as FMLA leave, provided that such leave does not exceed six months for the same illness or injury.

*9.6.3.6.Extension of Tenure Clock*

When a tenure-track faculty member is granted Intermediate-Term or Long-Term Sick Leave, an automatic one-year extension in that faculty member’s probationary period shall be granted in accordance with Section 9.6.3.5. Faculty members who are granted Short-Term Sick Leave may request a one-year extension in their probationary period, but in such cases, the extension of the probationary period is not automatic.

**9.6.4.Appeals**

A request for sick leave that is denied may be appealed through the general grievance proce­dure available to faculty, except that administrator responses to the grievance shall be expe­dited.

**9.7.Parental Leave**

Parental leave is designed to serve two purposes. On one hand, it allows faculty members to take care of the substantial responsibilities and health issues related to child birth or the placement of a child for guardianship or adoption. On the other hand, offering such leaves beneﬁts the university by facilitating the attraction, retention, and long-term productivity of high-quality faculty.

*Eligibility*. A full-time faculty member with at least one academic year of service to the univer­sity is eligible for parental leave in the event of: (1) the birth of his or her child, (2) the birth of a child to the domestic partner of the faculty member, or (3) the placement of a child under the age of 7 with the faculty member for guardianship or adoption. If both parents of the child are faculty members of the university, only one parent may take the entire 15 weeks of full-time pa­rental leave (or an equivalent amount of leave on a part-time basis) for a given child. An indi­vidual requesting leave under these circumstances will provide documentation that he/she will be the primary care giver during the leave period. With the approval of the Provost, the two parents may split the leave. Parental leave is not granted for pregnancy-related disability pre­ceding the birth of a child, which is granted in accordance with the sick leave policy (Section 9.6) and shall not affect a faculty member’s eligibility for parental leave for the birth of that child.

*Timing and duration of leave*. A parental leave must commence within 4 months of the birth of the child or the placement of the child for guardianship or adoption for a faculty member taking parental leave, except in cases where both parents are faculty members and split the leave. Full-time parental leave consists of 15 weeks of full-time leave from all faculty responsibilities. An equivalent amount of part-time leave may be substituted for full-time leave; the latter will be referred to as “ﬂexible parental leave.” For example, under ﬂexible parental leave, a faculty member whose leave commences near the end of spring semester, could elect to take one-third of the leave as ﬁve weeks of full-time leave to ﬁnish out the spring semester, followed by taking the remaining two-thirds of the leave by working part-time the following fall semester. For faculty on academic year appointments, the summer will not count toward the 15 weeks of full-time leave (or equivalent) to which the faculty member is entitled.

In cases where both parents of the child are faculty members eligible to take parental leave, the parents may choose to have one parent take the full 15 weeks of full-time equivalent leave or may submit a request to split the leave between them (e.g., one parent could take 10 weeks and the other ﬁve weeks of full-time leave). In such cases, the parent who takes the leave ﬁrst must begin the leave within four months of the birth of the child or the placement of the child for guardianship or adoption for a faculty member taking parental leave.

Parental leave also is not granted for periods of medical disability resulting from child birth but extending beyond the 15 weeks of full-time leave (or equivalent). Under such circumstances, the faculty member may apply for sick leave (Section 9.6).

The ﬁrst 12 weeks of any parental leave, or of the combined periods of sick leave for pregnancy-related disability preceding the birth of a child plus parental leave, or of combined periods of parental leave plus sick leave for disability resulting from child birth are deemed to be leave under the Family and Medical Leave Act of 1993 (FMLA).

*Request and approval*. In order for the university to make adequate provision for instruction, a faculty member who plans to take parental leave must notify his or her department chair or equivalent in writing of his/her intent to take parental leave, with copies to the dean and Pro­vost. Such notiﬁcation must be made within three months of conﬁrmation of a pregnancy or as soon as practicable after learning of the placement of the child for guardianship or adoption. The faculty’s written notiﬁcation must include a proposal for when the leave will begin and, if the faculty member is requesting ﬂexible parental leave, a proposal for how the leave will be taken. The exact terms of the ﬂexible parental leave will be negotiated between the faculty member and the department chair, who shall submit a written summary of the terms of the leave to the dean and the Provost.

In cases where both parents are faculty members who are eligible for parental leave and the parents want to split the 15 weeks of full-time leave or equivalent between them, both faculty members shall submit a request detailing how they propose to split the leave to the Provost and their respective department chairs, with copies to their respective deans. The Provost or his/her designated representative is responsible for consulting with the department chairs and determining the terms of a split leave.

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The Provost has ﬁnal authority for approving parental leave requests and shall grant all re­quests for parental leave from faculty members who meet eligibility requirements for such leave. However, the Provost may modify the speciﬁc terms of ﬂexible parental leaves and split leaves requested if the initial request is not practicable.

*Pay Status*. The faculty member will receive his or her full normal salary and beneﬁts during the leave period, even if designated as FMLA leave. Faculty members on academic year appoint­ments will not receive parental leave pay in the summer.

*Coverage of classes*. If replacements are needed to carry out the instructional responsibilities of a faculty member on parental leave, the compensation for those replacements shall be allo­cated by the Provost from the Faculty Leave Account (See Section 9.5).

*Extension of tenure clock*. When a tenure-track faculty member is granted parental leave, an automatic one-year extension in that faculty member’s probationary period clock shall be granted in accordance with Section 9.6.3.6.

**9.8.Family and Medical Act Leave and Uniformed Service Leave**

The university is committed to complying with the provisions of the FMLA and with all federal and state statutes regulating leave and re-employment rights of employees who are absent from work for the purpose of voluntary or involuntary duty in the uniformed services.

The FMLA entitles employees to take up to 12 weeks of job-protected, unpaid leave during any 12-month period for the following reasons: 1) birth and care of the eligible employee's child, or placement for adoption or foster care of a child with the employee; 2) care of an immediate family member (spouse, adult sponsored dependent, child, parent) who has a serious health condition; or 3) care of the employee's own serious health condition. Additionally, eligible em­ployees may take FMLA qualifying exigency leave ‘‘[b]ecause of any *qualifying exigency* (as the Secretary [of Labor] shall, by regulation, determine) arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notiﬁed of an impend­ing call or order to active duty) in the Armed Forces in support of a contingency operation’’ (De­fense Authorization Act for FY 2008 (NDAA), Section 585(a)). The NDAA also provides that an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member is entitled to *military care-giver leave* of up to 26 weeks of leave during a [single] 12­month period to care for the service member.

Under the National Defense Authorization Act for Fiscal Year 2010, eligible employees may also take *qualifying exigency leave* for service on active duty in any regular component of the Armed Forces who are deployed in a foreign country; eligible employees may take *military caregiver leave* for a covered family member undergoing treatment for, or recuperating from, a serious injury or illness incurred in the line of duty while on active duty; and eligible employees may

take leave to care for any former member of the Armed Forces, National Guard or Reserves during the ﬁrst ﬁve years following his or her discharge from uniformed service if the veteran is undergoing treatment for, or is recuperating from, a serious injury or illness incurred in the line of duty while on active duty.

Faculty members who are called up for "uniformed service duty" shall be granted leave in ac­cordance with the provisions of the Uniformed Services Employment and Reemployment Rights Act (USERRA), as well as any other federal or state statutes regulating leaves and reem­ployment rights of employees in the uniformed services. The uniformed services include duty in the Army, Navy, Marine Corps, Air Force, Coast Guard, and Public Health Service commis­sioned corps, as well as the reserve components of each of these services; federal training or service in the Army National Guard and Air National Guard; active duty, active duty for training, inactive duty training (such as drills), initial active duty training, and funeral honors duty per­formed by National Guard and reserve members, as well as the period for which a person is absent from a position of employment for the purpose of an examination to determine ﬁtness to perform any such duty. Under the Public Health Security and Bioterrorism Response Act of 2002, certain disaster response work (and authorized training for such work) is consid­ered "service in the uniformed services”.

FMLA leave is unpaid, but in accordance with the FMLA, the university shall continue to pay its share of the employee's group health beneﬁts during the leave. A faculty member seeking to take such leave must complete an “FMLA Request for Leave Form” and provide certiﬁcation of eligibility for leave. For details, faculty members should contact Human Resources.

USERRA leave is unpaid; employees should consult with Human Resources regarding their eli­gibility to continue group health insurance beneﬁts while on USERRA leave.

Faculty members taking paid sick and disability leave under Section 9.6 or paid parental leave under Section 9.7 that also qualiﬁes for FMLA leave are deemed to be on FMLA leave. Such employees will not qualify for an additional 12 weeks of unpaid FMLA leave during the same 12-month period as the paid sick and disability leave or the paid parental leave.

**9.8.1.Extension of Tenure Clock**

When a tenure-track faculty member is granted FMLA Leave or Uniformed-Service Leave, the faculty member may request a one-year extension in his or her probationary period clock in accordance with Section 9.6.3.6. (Leaves of very short duration may not qualify.)

**9.9.Sabbatical Leave**

Sabbaticals leaves for tenured faculty are provided so that faculty members may devote a sub­stantial period of time, at the university or elsewhere, to activities that contribute to their pro­fessional development. Sabbatical leaves are an investment in the university’s human capital stock and, as such, advance the teaching, research and service missions of the university by helping to ensure that the knowledge base of the faculty remains at the cutting edge.

**9.9.1.Eligibility and terms of leave**

Only full-time tenured faculty members are eligible for a sabbatical leave. Faculty on sabbatical leave have no duties except those activities related directly to their sabbatical proposal. A sab­batical may be granted for one or two semesters according to the following schedules:

Schedule 1. At the end of six or more years of full-time service since the faculty member’s ap­pointment to a tenured or tenure-track faculty position or since the faculty member’s last sab­batical, a faculty member is eligible for (a) a one semester sabbatical at full salary, or (b) two semesters sabbatical at one-half salary.

Schedule 2. At the end of eight or more years of full-time service since the faculty members’ appointment to a tenured or tenure-track faculty position or since the faculty member’s last sabbatical, a faculty member is eligible for two semesters sabbatical at two-thirds salary. Sab­batical leaves for two semesters must be taken consecutively, either fall and spring semesters of the same academic year or spring semester of one academic year and fall semester of the subsequent academic year.

**9.9.2.Application Process and Criteria for Approval**

It is the university’s policy to encourage faculty members to take sabbaticals when they be­come eligible to do so. Therefore, department chairs shall not ask faculty members to delay applying for sabbatical leaves. However, approval is not automatic. An eligible faculty member is responsible for submitting a sabbatical application consisting of: (1) a Sabbatical Leave Ap­plication Form and (2) a sabbatical proposal (details available from the Ofﬁce of the Provost) to his or her department chair (or equivalent) by December 15 of the academic year preceding the beginning of the requested leave. In the sabbatical proposal, the applicant shall provide a rea­sonably detailed plan of activities that will be pursued during the sabbatical and describe how the planned activities will enhance the applicant's professional development in one of more of the following ways: (1) by enriching and expanding the faculty member's understanding of his or her ﬁeld(s), (2) by increasing the faculty member's effectiveness as a teacher, and/or (3) by providing the faculty member with the time to devote to signiﬁcant scholarly and/or creative projects.

By January 5, the chair shall forward the sabbatical application, along with a written recom­mendation to the applicant's dean for review, and shall provide the applicant with a copy of the chair's recommendation. By January 15, the dean shall forward the application and chair's rec­ommendation, along with a written recommendation, to the Provost. When completed, a copy of the dean's recommendation shall be sent to the applicant.

The ﬁnal approval of the sabbatical proposal rests with the Provost, who shall make one of the following decisions:

1. Approval of the sabbatical proposal for the time period requested by the faculty member.
2. Approval of the sabbatical proposal, with a deferral of the starting date.
3. Denial of the request for the sabbatical.

The Provost shall inform the candidate of the decision by February 15.

Maintaining and enhancing faculty knowledge and skills are essential to the research and teaching missions of the university. For this reason, a sabbatical proposal shall be approved if the activities proposed by the faculty member are feasible and if they can reasonably be ex­pected to enhance the faculty member’s professional development in one or more of the three ways described above. Sabbatical proposals shall not be denied due to ﬁnancial or stafﬁng constraints, but may be deferred for ﬁnancial or stafﬁng constraints. In general, if a university’s faculty is intellectually active, it is reasonable to expect that approximately one-sixth of the ten­ured faculty will be on sabbatical during any given academic year; restrictions on the number of faculty members in a unit who may be on sabbatical at the same time should be consistent with this expectation. If replacements are needed to carry out the instructional responsibilities of a faculty member on sabbatical leave, the compensation for those replacements will be paid out of the Faculty Leave Account in accordance with Section 9.5. Except in unusual circum­stances, deferrals shall not be for more than one academic year. A faculty member whose sab­batical is deferred shall not be penalized in terms of their eligibility for a subsequent sabbatical. For example, faculty members, who, because of these reasons, take a Schedule 1 sabbatical in their eighth year (rather than their seventh), shall be eligible for their next sabbatical after 13 years of permanent, full-time service. Academic and budgetary heads who request such defer­rals or delays shall do so in writing and shall send copies of the request to both the faculty member and the Provost.

In cases where the proposed sabbatical is denied, the Provost shall give the faculty member a written explanation of the reasons for the denial; copies of this explanation shall be provided to the faculty member’s department chair and dean. This explanation shall explicitly state why the faculty member’s proposed sabbatical activities do not meet the criteria of feasibility and/or of contributing to the faculty member’s professional development. Because of the importance of sabbaticals to faculty development, in such cases, the department chair shall work with the faculty member to help develop a proposal that meets these criteria for submission in a future year.

**9.9.3.Beneﬁts, Salary Increases, and Promotions during Sabbaticals**

While on sabbatical, premium deductions for such beneﬁts as health, dental, life, and accident insurance, as well as for savings bond and United Way contributions, will continue as if the faculty member were at full salary. This means that those beneﬁts matched by the university continue to be matched, and those beneﬁts fully paid by the university continue to be fully paid (e.g., life/accidental death insurance, long-term disability beneﬁts).

For example, a ﬁve-percent faculty contribution to TIAA-CREF would be ap­plied to a reduced sabbatical salary, as would the university's matching percentage.

Beneﬁts from the Teacher's Retirement System of Alabama are affected as follows. Faculty members who take two semesters of sabbatical at half or two-thirds of their normal academic year salary receive prorated salary and service credit for their time on sabbatical. For example, faculty being paid one-half of their nine-month academic salary for an academic year of sab­batical will receive one-half of a year's service credit and one-half of that year's salary credit. Refer to the sabbatical leave schedule above. Faculty members interested in knowing exactly how their beneﬁts accrue while on sabbatical should meet with a representative of the Ofﬁce of Employee Beneﬁts.

**9.9.4.Compensation from Other Sources**

During a sabbatical leave, a faculty member may receive income from sources other than the university to supplement salary from the university and to cover sabbatical travel costs and/or a higher cost-of-living at the location(s) where the sabbatical is taken. These sources may in­clude but are not limited to remuneration for teaching part-time at another university or being partially paid by a scholarly research center at which the faculty member is taking the sabbati­cal.

Because the reason for a sabbatical is professional development, not augmentation of income, consulting and other professional activities while on sabbatical are governed by the same regu­lations as those applicable to faculty not on sabbatical.

**9.9.5.Other Requirements and Reporting**

Recipients of paid sabbatical leaves are required either to return to the service of the university for a period equal to the sabbatical period or to reimburse the university for all salary received from the university while on sabbatical. Not later than the end of the ﬁrst semester following return from a sabbatical, the recipient must submit a report summarizing the activities per­formed during the sabbatical and the achievements accomplished. The report should be sub­mitted and forwarded through the same channels as the original application for sabbatical.

While on sabbatical leave, faculty remain bound by all rules and regulations of the university. During the sabbatical period, faculty members retain their rights to participate and vote in fac­ultyAdministrators and committee chairs shall not request faculty members on sabbatical leave to undertake service assignments.

**9.10.Vacation**

Faculty members on twelve-month appointments are entitled to twenty-two (22) days of vaca­tion with pay per year, based on an accrual rate of 14.67 hours per month. The maximum num­berThere is no payment for ac­cumulated vacation time, except in the case of a terminating faculty member who is serving in a 12-month appointment at the time of termination. Upon such termination, a 12-month ap­pointee will be paid for unused accumulated vacation, not to exceed the number of days earned in one year.

In the case of a change from a 12-month appointment to an academic year appointment, any unused vacation leave will be transferred to the sick leave balance to be retained and rein­stated upon the eventual return to a 12-month appointment, or retained for retirement credit with the State Teachers' Retirement System. Faculty members on an academic year appoint­ment do not accrue vacation leave.

**9.11.Unpaid Leave of Absence**

Unpaid leaves of absence for faculty members may be granted for a period of one year or less for further study and other activities that enhance professional capacities or stature. All leaves must be ap­proved by the appropriate chair, by the dean, and by the Provost. Where possible, a request for voluntary leave should be ﬁled at least three months in advance.

**9.12.Liability Insurance**

The University of Alabama System insurance program provides coverage to the university em­ployees who are sued for employment related activities. This coverage includes both a “de­fense beneﬁt,” under which the employee is entitled to be defended by university-designated counsel; and an “indemnity beneﬁt,” under which an adverse judgment against the employee is paid on his/her behalf.

Any university employee who is sued or who believes that a lawsuit is imminent should contact the Ofﬁce of Counsel without delay.

**9.13.Other Policies**

The *Staff Handbook* should be consulted for additional policies that are applicable to all the university employees but are not repeated in this Handbook.

Alcohol and Other Drugs Acquired Immune Deﬁciency Syndrome (AIDS) Firearms and Other Weapons Automobile/Vehicle Registration Solicitation Protection Use of University Equipment Severe Weather Smoking

**9.14.Property Control Procedure**

The university permits the loan of its property to the faculty and staff for off-campus use, pro­vided the budget unit head concurs and the use beneﬁts the university. A standard formalized agreement is signed by the borrower and the budget unit head, which identiﬁes the property, its location, and reason for being on loan.

**9.15.Payroll Policy and Procedures**

Faculty members who are appointed on an academic year (9 month) basis whose salaries are not supported by grants and contracts during the academic year may elect to be paid over the 9 month academic year or to be paid over 12 months, with the total annual deductions distrib­uted equally over the 12 months. Such election will be made only once each academic year during an annual sign-up period.

Faculty members who are appointed on an academic year (9 month) basis who are supported partly by grants and contracts during the academic year will be paid their academic year sala­ries as they earn them over the 9 month period.

Payroll checks shall be distributed on a bi-weekly schedule. An electronic statement of earn­ings for the pay period showing the gross earnings, itemized deductions, and the net sum of the check is also provided. Faculty members who are employed for one semester receive half of their academic year salary.

**9.16.Summer Obligations and Opportunities**

Faculty members who are appointed on an academic year (9-month) basis are ordinarily un­derstood to be on leave during the summer months. This status does not affect the other terms of a faculty member’s appointment, including beneﬁts or payroll options. Such leave is intended to beneﬁt the faculty member in terms of enabling study leave, vacation, and appro­priate research activities. While faculty members are encouraged to participate in on-going service commitments, any extensive uncompensated service obligations are to be considered beyond normal service expectations. If departmental or college circumstances warrant such extensive service assignments, faculty members can reasonably expect compensation or other considerations to be made as a result of this assignment.

Summer pay for faculty working on contracts is based on a 37-week academic year model. A faculty member fully supported by a contract can earn 2.70% (1/37) of the regular academic-year salary per week of employment. This translates into a maximum earning of 40.5% of the academic-year salary if the faculty member works all ﬁfteen weeks available in the summer. Requests to choose the ﬁfteen-week option must be authorized by the department chair and dean and should be submitted in writing before the end of the Spring Semester. The ﬁfteen-week model does not include vacation or leave time except ofﬁcial university holidays. For those faculty who wish to mix teaching and research and give a 100% effort during the sum­mer, the 40.5% limit must be observed.

**9.16.1.Summer Teaching**

Faculty members may be given opportunities to teach at the university during the summer term, but summer teaching is not guaranteed.

Full-time faculty members teaching summer courses are paid 10% of their academic year sal­ary for a three-semester-hour credit course, with a maximum rate as established by university policy.

Teaching assignments in summer do not obligate faculty member for service responsibilities.

**9.17.Tax-Sheltered Annuity**

Regular full-time faculty members are eligible for participation in the Teachers' Insurance and Annuity Association and the College Retirement Equities Fund. (TIAA/CREF) The university matches the member's contributions up to a maximum of 5%. Faculty members may elect to reduce their salary by a speciﬁed amount within certain limitations and have such contributions applied toward the purchase of a tax-deferred annuity. Such amounts will not be subject to federal or state income tax until they are received as beneﬁts at retirement when the individ­ual's applicable tax rate is generally lower. The option to reduce income under this plan does not change the base salary with regard to TRSA contributions, social security coverage, pay on contracts, or summer school compensation. Full details on all university-administered beneﬁt programs may be obtained through various brochures and pamphlets available in the Ofﬁce of Human Resources.

The university participates with the other campuses of The University of Alabama System to provide members of the faculty and staff the best available beneﬁts at the least possible cost. Programs are studied by the Employee Beneﬁts Committee and are subject to approval by the president.

**9.18.Travel Reimbursement**

**9.19.Tuition Assistance**

Tuition grants can be made to all active and retired full-time, permanent faculty and staff and to their spouses, adult sponsored dependents, and dependent children. Dependents of de­ceased, full-time, permanent faculty and staff are also eligible for tuition assistance. Under this program the university provides payment for tuition for one course each semester and each of two summer terms for eligible employees and one-half of the tuition for credit courses for any eligible dependent. Special fees, books, and supplies are not covered and must be paid by the student.

Members of the faculty with the rank of instructor or above may not pursue work toward an advanced degree or other program of study in the department or related unit in which their ap­pointment is held.

Faculty members who wish to apply for tuition grants for themselves or their eligible depend­ents should make application to the Ofﬁce of Human Resources according to the following schedule: For students registering during early registration, the application form must be re­ceived in the Ofﬁce of Human Resources on or before one week prior to the date bills are due. For students registering during regular or late registration, the completed application form must be received in the Ofﬁce of Human Resources no later than one week before registration.

**9.20.University Resources of Interest to the Faculty**

The university provides many services and facilities to assist faculty in their professional pur­suits and in their personal development. A few of the more important services and facilities are described in the following paragraphs.

**9.20.1.Library Services**

The M. Louis Salmon Library serves the university campus community with information access and research support. Faculty can borrow books and can use most electronic resources, in­cluding electronic journals and databases, from anywhere on or off campus. The library web-site is a gateway to all of the library’s resources, providing access to records of print and elec­tronic materials as well as online forms and information about a variety of services. Additional information on any of the following services will be available on the website.

*10. Services Available to Faculty*

The descriptions below are intended only as a general overview. Please see the Salmon Library Handbook for faculty and graduate students, located under the Services menu on the library web site, for more complete information about these and other services.

*11. Borrowing books and other materials*

To check out materials, the faculty identiﬁcation Charger card must be brought to the Circula­tion Desk to activate all library privileges including remote access to online resources. All the university Faculty/Staff and Students use the Charger Card I.D., issued by the University, as their Library I.D. card. The Library User Record remains active for the duration of employment with the university. To view ones library record, one should click My Account at the library cata­log website.

*12. Reserving materials for course use*

Guidelines for reserving materials for class use as well as submission forms for books, e-reserves, and videos are available at the library’s website. The User Services Desk in the library can be contacted for answers to speciﬁc questions (256-824-6530).

*13. Course speciﬁc subject guides*

The library can create custom library guides for speciﬁc courses. These guides can present in one place all of the library resources pertinent to a speciﬁc class or subject matter.

*14. Document Delivery*

The Document Delivery and interlibrary loan service obtains books, dissertations, journal arti­cles, reports, and other materials not available on campus.

*15. Reference/Research Assistance*

Librarians at the reference desk offer general and specialized assistance in the use of elec­tronic and print sources and document retrieval. In addition to working with faculty at the refer­ence desk, reference librarians also assist users via telephone, email, online, and IM. Chat.

*16. Instructional Services and Resources for Classes and Labs*

Librarians offer a range of services to faculty and their students, including workshops, creation of course-related Web pages, collaborating with crafting assignments and preparation of sub­ject guides.

**16.1.1.Bookstore**

The University Bookstore, located on the lower level of the University Center, is a full-service college bookstore operating for the needs and convenience of the university community and offers a discount on book purchases by the faculty. The University Bookstore provides a variety of services to the university faculty and staff members.

**16.1.2.Intercampus Interactive Telecommunication System**

The Intercampus Interactive Telecommunication System (IITS) offers expanded opportunities to meet and teach within The University of Alabama System. IITS is a communications vehicle consisting of electronically-linked conference rooms located at UA, UAB, the university, and other sites. Each campus has a telecommunications room equipped with cameras, video moni­tors, microphones, fax machines and other equipment necessary for interactive sessions. Any­one using this system can offer two-way interactive classes or meetings among all sites. Par­ticipants can see, hear, and speak to individuals at each site. Video tapes, slides, overheads, and other visual aids may be employed as needed to enhance a presentation. Although courses taught on the IITS have priority use of the system, meetings may be scheduled as time is available.

**16.1.3.Credit Union**

The Alabama Credit Union is a cooperative savings and loan facility owned and operated by its members. Membership is open to all employees of the university through the purchase of shares. Loans are made to members for all types of consumer needs, with net earnings from loans distributed to members in the form of dividends. The Credit Union is a full service, consumer-oriented ﬁnancial institution. Branch locations and further information regarding the Alabama Credit Union can be found at the credit union’s website.

**16.1.4.Athletic Facilities**

Information regarding the Athletic Facilities at the university can be found at the university’s website.

**16.1.5.University Preschool Learning Center**

The University Preschool Learning Center offers child care for students, faculty, and staff. It is licensed by the State of Alabama and managed by the University Preschool Parents Associa­tion, a non-proﬁt corporation. Parents are automatically members of the Association when their child is enrolled. During the nine-month school year, the Preschool Learning Center serves children ages three to ﬁve years. The summer program accepts children three through twelve years old. The Center is open daily, except when the university is closed for holidays or inclem­ent weather. A child's schedule is ﬂexible and revolves around the university class schedules: two, three, and ﬁve day a week schedules are available for half days and all day care.

**16.1.6.Bevill Center**

The Tom Bevill Center is the university conference center and also serves as the national head­quarters for the Army Corps of Engineers' Training Management Division. Located on the uni­versity campus, the Center offers hotel, restaurant and catering facilities. Catering and the res­taurant are open to the public, and hotel rooms can be reserved, based upon availability.

**16.1.7.University Center**

Information regarding the University Center at the university can be found at the university’s website.