



SANTA CLARA UNIVERSITY

A FACULTY RESOURCE GUIDE



**PROMOTING WORK-LIFE BALANCE
AND CAREER FLEXIBILITY**



www.scu.edu/provost/facultydevelopment/

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TABLE OF CONTENTS

Overview	2
Professional Development Opportunities	3
Faculty Development Program	3
Junior Faculty Development Leave	3
Sabbatical Leave	3
Teaching Policies	4
First-Year Course Reduction Policy	4
Flexible Course Scheduling Policy	4
Modified Duties Policy	4
Summer Teaching Policy	4
Personal and Family Care	5
Pregnancy Disability Leave	5
Family or Medical Leave	5
Tenure Clock Extension	5
Child Care	5
Financial Resources	6
Faculty Housing Assistance Program	6
Education Benefit	6
Retirement Benefits	6
Phased Retirement	6
Wellness Resources	7
Employee Assistance Program	7
Fitness and Recreation Center	7
Faculty Groups	8
Faculty Study Groups	8
Ignatian Faculty Forum	8
Latino Faculty Group	8
Women Faculty Group	8

Overview

Santa Clara University is committed to sustaining a faculty of teaching scholars who integrate rigorous scholarship, creative work, and exemplary teaching to engage students in the discovery and application of knowledge. To this end, the University strives to provide faculty with the resources and support they need to become accomplished teaching scholars while maintaining a balanced personal life. Over the past decade, the University has implemented a number of policies, programs, and services to support integrated scholarship and teaching, foster intellectual development, and promote personal development and well-being. We encourage you to learn about the many resources available to faculty.



Professional Development Opportunities



Junior Faculty Development Leave

The Junior Faculty Development Leave supports the professional development of tenure-track faculty in their probationary (pre-tenure) period. After a positive mid-probationary review, assistant professors are eligible for one quarter of paid leave to advance their scholarship and teaching. For more information, visit

www.scu.edu/provost/facultydevelopment/leavessabbaticals.cfm.

Sabbatical Leave

Santa Clara's generous sabbatical policy provides tenured faculty with one academic quarter of full pay for every nine academic quarters of service, allows a fully paid quarter of sabbatical every three years, permits up to 27 quarters of accrued time, and allows faculty to carry over unused accrued time from one sabbatical to the next. These features make it one of the most flexible programs in the country. Many of the features of this policy are also available to senior lecturers. For more information, see Section 3.7 of the Faculty Handbook at www.scu.edu/provost/policies/facultyhandbook06.cfm.

The University has a number of programs and services to help faculty become exceptional teaching scholars.

Faculty Development Program

Through one-on-one consultations, mentoring, classroom visits, and workshops, the Faculty Development Program works with faculty members to strengthen their teaching. It also offers programs in support of faculty scholarship and career planning and coordinates the sabbatical and Junior Faculty Development Leave programs. To learn more, visit www.scu.edu/facultydevelopment/.

Teaching Policies

The University has developed several policies that permit faculty to adjust their teaching schedules to allow for greater work flexibility.

First-Year Course Reduction Policy

The Provost's Office offers funding to ensure that all new tenure-track faculty members receive a one-course reduction in their first year. This additional support promotes professional success and ensures a less stressful adjustment.

Flexible Course Scheduling Policy

Designed to provide faculty with greater flexibility to pursue significant research projects, develop curricular innovations, or address personal needs, the flexible course scheduling policy allows tenured and tenure-track faculty to cluster courses during an academic year in order to arrange one term without teaching obligations. See www.scu.edu/provost/policies/upload/Flexible-Course-Scheduling-Guidelines-5.pdf.

Modified Duties Policy

This policy complements family and medical leave, pregnancy disability leave, or short-term disability leave so that a faculty member can apply for modified duties for the segment of the academic term that is not covered by a leave of absence. For more information, see Section 3.6.3.4 of the Faculty Handbook at www.scu.edu/provost/policies/facultyhandbook06.cfm.

Summer Teaching Policy

The summer teaching policy permits faculty members teaching in year-round graduate programs to fulfill their teaching responsibilities by substituting the summer term for one quarter during the regular academic year. This policy helps faculty members create a teaching schedule that best fits their personal and professional needs. Interested faculty should consult their department chair and Section 3.6.3.1 of the Faculty Handbook at www.scu.edu/provost/policies/facultyhandbook06.cfm.



Personal and Family Care

As a Jesuit, Catholic institution, Santa Clara is committed to the care of the whole person. Accordingly, the University offers comprehensive health care and insurance benefits designed to promote and sustain good health for faculty and their families. A complete summary of benefits can be found at www.scu.edu/hr/benefits/.

Following is a snapshot of some of the policies and resources that are designed to promote work-life balance:

Pregnancy Disability Leave

The University offers paid pregnancy disability leave to all faculty members for a period of eight to 12 weeks. The length of paid leave is based on a doctor's certification and is in addition to the 12 weeks of leave provided under the Family and Medical Leave Act (FMLA).

Faculty members who are planning to take a pregnancy disability leave should review Section 4 of the Faculty Personnel Policies and Procedures Manual at www.scu.edu/provost/policies/procedures.cfm, contact Human Resources at 408-554-4392 to ask for a copy of the Faculty Leave of Absence Guide, discuss the leave with Human Resources, and inform their department chair of the pending leave.

Family or Medical Leave

The University offers paid family or medical leave to eligible faculty. Faculty who are planning to take such a leave should review Section 4 of the Faculty Personnel Policies and Procedures Manual at www.scu.edu/provost/policies/procedures.cfm, contact Human Resources at 408-554-4392 to ask

for a copy of the Faculty Leave of Absence Guide, discuss the leave with Human Resources, and inform their department chair of the pending leave. All requests for family or medical leave must be made in writing to the Human Resources Department at least 30 days prior to the start of the leave or at the earliest reasonable time.

Tenure Clock Extension

Aware that family responsibilities can impinge on the time and energy faculty have to devote to professional responsibilities, the University has a tenure clock extension policy that provides an automatic extension for faculty who experience birth or adoption of a child or death of a spouse, registered domestic partner, or child. In addition, a one-year extension of the probationary period may be granted for other circumstances that significantly impede progress toward tenure. See Section 3.4 of the Faculty Handbook and the Tenure Clock Extension Form, available at www.scu.edu/provost/policies/upload/Tenure-Clock-Extension-Form.pdf.

Child Care

Kids on Campus is a self-funded, nonprofit, parent-participation preschool and childcare center at Santa Clara University. It serves children whose parents are SCU faculty, staff, students, or alumni. The infant room is a full-time-only program for ages 6 weeks to 2 years, and the preschool program is for children from 2 to 6 years of age. For more information, contact Kids on Campus at 408-554-4771 or visit www.scu.edu/koc/index.cfm.

Financial Resources

Santa Clara University offers several programs to contribute to the financial security of faculty members. For a comprehensive list of policies, programs, and resources, please visit the Human Resources website at www.scu.edu/hr.

Faculty Housing Assistance Program

The University has established two housing assistance programs for tenure-track faculty: a rental assistance program and a purchase assistance program.

The rental assistance program is intended to ease the transition into the local housing market for tenure-track faculty during their probationary period and for newly hired tenured faculty during the first year of their appointment. The program provides monthly rent support based on the local housing market and makes University-owned rental units available.

The purchase assistance program is intended to enhance the affordability of a single-family residence in the local area; it provides assistance with the down payment and closing costs associated with the purchase of a primary personal residence. This program is available to tenured faculty and to tenure-track faculty who have completed their mid-probationary review. For more information about this program, see www.scu.edu/provost/policies/upload/SCU-Faculty-Housing-Assistance-Programs-June-2010-2.pdf or contact the Provost's Office at 408-554-4533.

Education Benefit

Santa Clara University strongly supports the intellectual development of its faculty and staff as well as their families by offering an education benefit. All full-time faculty members with one year of continuous service are eligible for tuition remission for themselves; those who

teach at least a .75 course load and have three years of continuous service are eligible for tuition remission for their spouses and children. Full-time faculty members with three years of continuous service are also eligible to participate in the FACHEx and the Tuition Exchange Program. For more information about this benefit, please contact Human Resources at 408-554-4392 or see www.scu.edu/hr/policy/609.cfm.

Retirement Benefits

Santa Clara's retirement benefits help individuals build long-term savings and a source of income after they retire from the University. There are two types of plans and contributions, both of which are tax deferred:

- **Defined Contribution Retirement Plan 401(a):** The University will contribute an amount equal to 10 percent of one's base compensation each pay period. Faculty members are 100 percent vested after two years of employment.
- **Tax Deferred Annuity Plan 403(b):** Faculty can make voluntary contributions to a 403(b) plan, subject to plan limits. There are also catch-up provisions for faculty with 15 or more years of service at Santa Clara.

Phased Retirement

The Phased Retirement program offers tenured faculty members and Senior Lecturers the opportunity to transition into retirement. Through this program, eligible faculty members enjoy a flexible work schedule by reducing their workload with a commensurate reduction in salary. During the period of phased retirement, faculty members retain their benefits, rights, and privileges along with office space. See Section 3.5.1.3 of the Faculty Handbook at www.scu.edu/provost/policies/facultyhandbook06.cfm.

Wellness Resources

The University offers the following programs to support health, wellness, and well-being.

Employee Assistance Program

Santa Clara offers faculty and staff as well as their dependents access to a full range of services provided by United Behavioral Health. Faculty and staff are encouraged to take advantage of confidential personal counseling, legal assistance, and financial consultation. For more information, contact Human Resources at 408-554-4392 or see www.scu.edu/hr/benefits/.

Fitness and Recreation Center

Santa Clara University encourages faculty and staff to use the Fitness and Recreation Center, Aquatic Center, and the Tennis Center. Access to these facilities is free for faculty and staff as well as their spouses; fitness classes are available for a nominal charge. For more information about the facilities, hours of operations, and upcoming activities, please visit the Campus Recreation website at www.scu.edu/recreation/.



Faculty Groups

There are a number of faculty groups on campus that provide opportunities for shared dialogue, support, and mentorship.

Faculty Study Groups

The Faculty Development Program provides modest funding in support of interdisciplinary study groups for faculty who wish to meet on a regular basis to read and discuss scholarship of mutual interest and support one another's work. For more information, visit www.scu.edu/facultydevelopment/writinggroups.cfm

Ignatian Faculty Forum

The Ignatian Faculty Forum (IFF) is a gathering of faculty leaders who meet once a month to explore how the Ignatian-Catholic tradition can inform the life of the scholar-teacher. Through shared dialogue focused on personal and professional challenges, participants from diverse departments and disciplines create a small circle of trust and support for shared discernment. IFF seeks to form a cadre of emergent leaders steeped in the wisdom of the Ignatian tradition, prepared to carry forward Santa Clara's mission and values. The forum is sponsored by the Bannan Institute within the Ignatian Center for Jesuit Education. Participation is by invitation from the provost and director of the center. For further information, contact Andre L. Delbecq, the J. Thomas and Kathleen L. McCarthy University Professor who directs the forum, at adelbecq@scu.edu.

Latino Faculty Group

The Latino Faculty Group (LFG) provides support and mentoring opportunities for Latino faculty to enhance their professional careers. It was founded in 2007 to promote a welcoming and friendly environment for Latino faculty, students, and staff and serve as a resource to our University community for promoting and enhancing inclusive excellence.

For more information, contact Professor Alma Garcia at agarcia@scu.edu or visit www.scu.edu/provost/diversity/faculty_staff/latinofacultygroup/index.cfm.

Women Faculty Group

The Women Faculty Group (WFG), which has flourished for more than 20 years, includes women faculty from departments throughout the campus community. The WFG meets to discuss topics of interest to women faculty, including issues relevant to their professional and personal lives, the University community, and work-life balance. The WFG has been instrumental in creating programs and policies that provide professional and personal support for all Santa Clara faculty. All women faculty are welcome to join this group of energetic and creative women. Please contact Linda Kamas at lkamas@scu.edu for further information.



FPO
FSC LOGO



The Jesuit University in Silicon Valley

FOR MORE INFORMATION

For additional information about University benefits and work-life resources, please contact any of the following offices:

Provost's Office

408-554-4533
www.scu.edu/provost/

Faculty Development

408-554-2746
www.scu.edu/facultydevelopment/

Human Resources

408-554-4392
www.scu.edu/hr/

www.scu.edu/facultydevelopment/