

3.12.6 Civil Leave Faculty members may be granted leave with full pay for any absence necessary for serving on a jury or attending court as a witness under subpoena. Such leaves are approved by the Dean. If faculty members on civil leave receive compensation for witness fees, they must endorse the payments to the University of Mary Washington. Expense fees paid for service on a jury are retained by the faculty member.

3.12.7 Annual Leave Annual leave is not earned by either full-time or part-time teaching faculty. However, faculty do share with students the various breaks and vacation times of the academic calendar, as published in the current *Academic Catalog*.

3.12.8 Leave of Absence Without Pay Each full-time teaching faculty member who has served for a minimum of two years may apply for a leave of absence without pay and benefits for one semester or one academic year. A written request for a leave of absence without pay, together with a letter of acknowledgment from the department chair, normally must be submitted to the Dean by the second Monday in September of the academic year prior to the academic year for which leave is requested. The Dean will consult with the department chair and thereafter submit a recommendation to the President, who will forward his or her recommendation to the Board of Visitors for a final action, generally in November or December of that same year. The acceptance of a leave obligates the faculty member to continue his or her employment with the University for at least one full year after the leave. Any faculty member granted a leave of absence without pay shall have his or her full-time faculty position reserved until he or she returns from his or her leave. If a faculty member's request for a leave of absence without pay is denied, he or she may appeal the decision through the Faculty Grievance Policy and Procedure (§4.9).

3.13 EXTENSION OF PROBATIONARY PERIOD Tenure-track faculty members have the option of requesting an extension of the probationary period, with or without taking a leave of absence, for reasons coinciding with faculty leave policies on sick leave (§3.12.1), disability leave (§3.12.2), and infant-care leave (§3.12.3). Requests for extensions other than these may be granted at the Dean's discretion. The department chair and the Dean must be informed in writing, prior to or during the semester in question, of the request to extend the probationary period. The Dean shall inform the faculty member within two weeks of his or her recommendation to approve or disapprove the request. All requests for extensions must be forwarded to the President of the University, who will forward his or her recommendation to the Board of Visitors for final action. Faculty may choose to extend the probationary period for a period of up to one year per request. When they become eligible to apply for tenure, faculty members whose probationary period is extended shall be considered for tenure at the next regularly scheduled evaluation period and shall be evaluated for tenure and promotion in accordance with the standard criteria (not higher expectations). Faculty members who have requested to extend the probationary period may not subsequently elect to return to the original probationary period. Extending the probationary period shall in no way affect merit pay procedures. If the faculty member's request for extension is denied, he or she may appeal the decision through the Faculty Grievance Procedure (see §4.9).

3.14 FRINGE BENEFITS All new faculty are expected to contact the HRO on or before the effective date of their appointment to receive full information regarding the various benefit and deduction programs and to complete certain personnel forms. Any faculty member desiring detailed information pertaining to benefit programs should contact the HRO.

3.14.1 Social Security (Old Age Survivor Disability Insurance OASDI) and Medicare (Hospital Insurance -HI) All faculty and staff members are under Social Security and are required by federal law to contribute to this system. The University matches exactly the amount paid by the faculty member. For OASDI it is currently 6.2 %, and for HI it is 1.4%.

3.14.2 Retirement Plans There are two types of retirement plan options available to faculty members--a defined benefit plan which is provided by the Virginia Retirement System (VRS), or a defined contribution plan, known as an Optional Retirement Plan (ORP), which is provided by six different vendors. Each faculty member must decide which of these retirement programs to join when he or she begins employment at the University.

3.14.3 Group Life Insurance Group term life insurance is provided for all faculty at no cost to them. The base amount of insurance is calculated on the annual salary rounded to the next highest \$1,000 and doubled. The base amount is doubled for accident death benefits. A reduced amount of paid-up life insurance is provided at retirement.

3.14.4 Health Care Plans There are a variety of health care plans offered by the Commonwealth of Virginia, at a small cost to full-time faculty members. In addition, dependents may be enrolled in the programs with payment provided through payroll deduction. Application for a program should be made through the HRO.

3.14.5 Disability Insurance Faculty members who belong to VRS and are not in VSDP are covered for disability retirement at no additional charge.

3.14.6 Optional Payroll Deductions

3.14.6.1 Credit Union The services of the Virginia Credit Union (VACU) are available to all full-time salaried employees of the University of Mary Washington, and payroll deduction is one such service. For complete information, contact the VACU branch office in the Campus Center.

3.14.6.2 Savings Bonds Optional payroll deductions may be made toward purchases of Savings Bonds. Information can be obtained from the HRO.

3.14.6.3 Tax Sheltered Annuities and Deferred Compensation Plan The University offers several tax sheltered annuity plans (403 (b)) through payroll deductions, with the individual responsible for paying the full cost of the program. There are several vendors who offer tax sheltered annuities. The Commonwealth of Virginia also offers a deferred compensation plan through payroll deduction. Questions about these programs should be addressed to the HRO or the company representative.

3.14.7 Other Benefits

3.14.7.1 Enrollment in Course Work by Faculty Members Faculty members may enroll for course work at the University of Mary Washington either for credit or for no credit provided it does not interfere with their own instructional or related duties (see §4.5.2). Any applicable fees must be paid by the faculty member.

3.14.7.2 ID Card Privileges Faculty members and their spouses are given an identification (ID) card and may use it to obtain free admission to theatrical productions, concerts, and lectures. Also, faculty may use the University's recreational facilities (within certain restrictions which can be obtained from the Health and Physical Education Department).

3.14.7.3 Bookstore Discounts The University Bookstore extends a twenty percent discount for the purchase of books for personal use to all faculty and staff. This discount is also extended to departments for purchases for use by the department. (This excludes any books purchased by departments for student use.) The Bookstore does not accept personal charge accounts. Purchases may be paid for by cash, check, VISA, Mastercard or the EagleOne debit card. Faculty can obtain desk copies of current texts from the Bookstore by paying for them or by charging them to their academic departments. The department chair must authorize the charge on an interdepartmental requisition. Within sixty days of the start of each semester, a new book with no writing, marks or publisher's stamps may be returned for a refund (if accompanied by a receipt) or applied for credit to the department.

3.15 SEPARATION In order to insure the proper completion of all paperwork and the return of University property, the following exit procedures must be completed by each employee leaving the employment of the University. In addition to the required procedures outlined below, each employee is encouraged to have an exit interview with HRO. The exit interview is voluntary and provides for the exchange of information and/or suggestions, which are of benefit to both the employee and the University. Questions regarding this policy should be directed to the HRO.

3.15.1 Faculty Exit Procedures Upon resignation, non-renewal of contract, or dismissal, the department chair will refer the faculty member to these *exit procedures* and then notify the HRO: submit all final grades to the Office of the Registrar, return all library books and/or pay all library fines, and turn in all University-owned property (e.g., keys, equipment, ID card) to the HRO.

3.15.1.1 Tasks Required of Full-time Faculty Prior to Leaving the University Prior to the effective date of separation, the exit procedures must be completed by the faculty member, whereupon the exit HRO will release the final paycheck(s).

3.15.1.2 Tasks Required of Full-time Faculty Upon Retirement Prior to the effective date of retirement, the exit procedures must be completed by the faculty member, whereupon the HRO will release the final paycheck(s) and issue a courtesy ID card and parking decal.

3.15.1.3 Part-time Faculty Exit Procedures The department chair will provide the faculty member with a copy of the exit procedures and then notify the HRO. Prior to the effective date of separation, the exit procedures must be completed by the faculty member, whereupon the HRO will release the final paycheck(s).

3.15.2 Resignation A faculty member who intends to resign his or her faculty appointment should meet with the department chair (or the Dean) and make those intentions known, as early as possible before the effective date of the resignation. After that meeting, the resignation itself is accomplished by means of a letter addressed to the President, with copies sent to the department chair and the Dean. The letter should briefly state the reason for the resignation and identify the date upon which it will be effective.

3.15.2.1 Notice of resignation There is no set policy concerning a faculty member's obligation to give notification of his or her intention to resign. The following AAUP statement (1961, revised 1990) given in *American Association of University Professors Policy Documents and Reports* is, however, offered as a guide:

1. Negotiations looking to the possible appointment for the following fall of persons who are already faculty members of other institutions, in active service or on leave of absence and not on terminal appointment, should be begun and completed as early as possible in the academic year. It is desirable that, when feasible, the faculty member who has been approached with regard to another position inform the appropriate officers of his or her institution when such negotiations are in progress. The conclusion of a binding agreement for the faculty member to accept an appointment elsewhere should always be followed by prompt notice to the faculty member's institution.
2. A faculty member should not resign in order to accept other employment as of the end of the academic year, later than May 15 or 30 days after receiving notification of the terms of his continued employment the following year, whichever date occurs later. It is recognized, however, that this obligation will be in effect only if institutions generally observe the time factor set forth in the following paragraph for new offers. It is also recognized that emergencies will occur. In such an emergency the faculty member may ask the appropriate officials of the institution to waive this requirement, but the faculty member should conform to their decision.
3. To permit a faculty member to give due consideration and timely notice to his or her institution in the circumstances defined in paragraph 1 of these standards, an offer of appointment for the following fall at another institution should not be made after May 1. The offer should be a "firm" one, not subject to contingencies.
4. Institutions deprived of the services of faculty members too late in the academic year to permit their replacement by securing the members of other faculties in conformity to these standards, and institutions otherwise prevented from taking timely action to recruit from other faculties, should accept the necessity of making temporary arrangements or obtaining personnel from other sources, including new entrants to the academic profession and faculty personnel who have retired.