

FACULTY BENEFITS

A detailed description of faculty benefits is described in the handbook **FOCUS ON BENEFITS**. Copies are distributed through Human Resources.

LEAVES

Holidays

The University observes the following holidays:

Independence Day (July 4);
Labor Day;
St. Vincent de Paul Day;
Thanksgiving Day and the Friday after;
Christmas/New Year Break;
Good Friday; and
Memorial Day.

Jury Duty

If faculty members are summoned to serve jury duty during the academic year or during a summer session in which they have been scheduled to teach, time off with pay will be granted. Notification of the Summons should be made to the department chair immediately.

Faculty are entitled to keep their checks from serving jury duty.

Bereavement

All full-time faculty and staff are eligible for time off to attend the funeral of a member of the immediate family. Time off normally consists of one to three days. Exceptions to this policy may be granted only by the Human Resources Department.

If bereavement leave is to attend the funeral of someone other than an immediate family member, such leave may be taken with the approval of the immediate supervisor.

Military

Military leaves will be granted if service is with a branch of the United States military and proper documentation is provided from the branch of participation.

If called for active duty, faculty must contact the Human Resources Department immediately regarding continuation of insurance benefits.

Upon return from leave, faculty will be reinstated to the same or comparable position. All military leaves are with-

out pay.

Leaves of Absence

Leaves of absence may be granted for advanced study and research, a temporary position elsewhere compatible with one held at DePaul, illness, or personal reasons. Leaves may be for a full academic year or for one or more terms. Only in exceptional cases will a leave be granted for more than one year.

Leaves are generally granted without salary. University sponsored research leaves are available through the Quality of Instruction Council and the University Research Council. These two types of leaves have their own unique policies and procedures. Please see the Guidelines and Applications Forms for the Quality Of Instruction Council and University Research Council for further details. (See also Section 2.10). Salaries will be reduced by one-third for each quarter of leave granted; for faculty of the College of Law, salary will be reduced by one-half for each semester leave.

Requests for leaves for a full year should be submitted in writing on or before January 15 of the preceding academic year. Requests for leaves for an academic term should be submitted in writing no later than the beginning of the term preceding the one for which leave is sought.

The department chair, the college dean, and the Executive Vice President for Academic Affairs must approve a leave. They must consider the effect of the faculty member's absence on the department or college and the possibility of finding a qualified replacement on a temporary basis. In granting leaves, the University accords priority to projects that will contribute to the professional development of the faculty member and to those projects for which the faculty member has obtained funding from external sources. Normally, the University does not grant simultaneous leaves to more than one faculty member of an academic unit.

University policies and procedures on reappointment and termination apply to faculty on leave. The year during which a nontenured faculty member is on leave for one quarter or longer is not considered as a year of probationary appointment, unless the Executive Vice President for Academic Affairs explicitly provides otherwise in writing. However, leaves do not break the continuity of years of full-time faculty appointment to DePaul required as the probationary period before eligibility for

tenure.

Except for research leaves, special arrangements are made in each leave for the faculty member's insurance benefits. Specific information on this point is available in the Human Resources Office.

COMPENSATION POLICIES

Salaries

Decisions regarding salary are made in accordance with University budget guidelines and usually are made at a different time during the academic calendar year. Normally, salary decisions result in a merit increase and when budgets permit, may include increases for such things as equity and market adjustments. The salary recommendation is made by the college dean.

Paycheck Option

Salary payments for faculty members are made through direct deposit to bank accounts. The payroll department should be contacted for information on the direct deposit program.

Pay Periods

Full-time faculty are paid on a biweekly basis in twenty-six payments per fiscal year. Part-time faculty are paid biweekly during each quarter in which they are teaching (usually five pay periods per quarter). During summer sessions, faculty are paid in two or three equal payments per summer session. Payroll dates are determined by the Payroll Department.

Identification Cards

Photo identification cards are provided through the I.D. card offices located at the Lewis Center and Lincoln Park Campuses. Faculty members should contact the Identification Card Services Departments for hours of service. Lost or stolen cards must be reported to this office immediately. Replacement cards are provided for a fee.

Check Cashing

The University offers personal check cashing for its employees through the Cashiers Office at both campuses. Employees must be registered with the appropriate

Cashier's Office and employees are allowed to cash up to \$50 per day.

If a check is returned from the bank, the University will deduct the amount of the returned check, plus a \$20 returned check fee, from the employee's next paycheck. When three checks are returned from the bank for non-payment, the employee's check cashing privileges will be rescinded. In order to cash checks, a valid I.D. Card must be presented.

GRIEVANCE PROCEDURES

Grievance not Involving Dismissal or Reappointment of Nontenured Faculty or Dismissal of Tenured Faculty

Faculty Grievances

Grievance procedures consist of systematic ways to challenge a decision made by a person with authority in the University but interpreted as unfair by the person affected by the decision. A decision is considered unfair if it meets three criteria:

1. It adversely affects the interests of an individual;
2. The affected individual is being treated differently from other persons of similar circumstances; and
3. There is insufficient justification for different treatment.

Grievance procedures are limited strictly to the questioned decision and are open only to the persons directly affected by that decision. Grievance procedures may not be used to question or change policy. Specifically outside the scope of grievance procedures are: policies or norms by the President of the University or someone delegated by the President and affecting a group of persons equally; policy decisions by a deliberative body, such as the Faculty Council or the faculty of a college or department that were made on the recommendation of an impartially selected board or committee, even though the decisions affect individual persons differently.

A person who wishes to question a decision must initiate the grievance procedure within two weeks after being informed of the decision, unless extraordinary conditions delay initiation beyond this time. Once those procedures have been initiated, those conducting them

must make a demonstrated effort to reach a prompt decision.

A decision that is submitted to a grievance procedure remains in effect during the procedure, unless the persons making the decision or the person to whom the decision maker reports suspends the decision during the procedure.

The grievance procedures end formally with the decision of the last review.

Procedures for Faculty Grievances:

All faculty grievances begin with administrative procedures, which must be exhausted before the faculty member may seek any other remedies.

Informal Administrative Procedures

Initially, a faculty member should seek to resolve the grievance with the administrator who made the decision in question. If a satisfactory solution is not reached, the faculty member may request the next administrator in direct line of authority up to and including the Executive Vice President for Academic Affairs to listen to the grievance. Unless the grievance, in his or her judgment, is patently unfounded, inconsequential or already settled adequately, the administrator seeks a settlement acceptable to both parties.

Formal Administrative Procedures

These formal procedures will begin only after the informal procedures have been exhausted and have not resulted in a settlement acceptable to both parties. The purpose of the formal administrative procedures is to yield a judgement in favor of one of the parties or that is acceptable to both. Throughout the formal administrative procedures, the burden of proof rests on the party appealing the result of the previous stage of the grievance process.

The dean of a college conducts the formal procedures. If the grievance is against the decision of the faculty member's dean, the grievance will be heard by another dean selected by the Executive Vice President for Academic Affairs with approval of the aggrieved faculty member.

Formal administrative procedures begin when the faculty member submits to the dean hearing the grievance, a written statement explaining: the precise nature of the grievance, information supporting the faculty member's position, previous attempts made to settle the issue, the reasons why informal procedures were unsatisfactory, and the remedies that would be considered satisfactory.

Unless serious and unavoidable circumstances intervene, a written decision must be given to the faculty member and the administrator who made the decision in question within a month after receiving their written statements. The dean hearing the grievance shall state that decision and what action, if any, is required to implement the decision.

Either party may appeal the dean's decision to the Executive Vice President for Academic Affairs. The appeal must be in writing and supported by reasons for not accepting the dean's decision. The Executive Vice President for Academic Affairs may conduct another review. The Executive Vice President for Academic Affairs will conduct any such review and enter a decision, which apart from extraordinary circumstances must be given within one month after receipt of the appeal.

Formal administrative grievance procedures end with the decision of the Executive Vice President for Academic Affairs.

Grievance Board

Within two weeks of the faculty member's receipt of the decision of the Executive Vice President for Academic Affairs, the faculty member may refer that decision to the judgement of faculty peers by asking the President of the Faculty Council in writing to direct the Faculty Council Committee on Committees to select three tenured faculty members to serve as a Grievance Board. In cases brought to the grievance board, the burden of proof rests on the faculty member to establish that the administrative decision was unfair, as defined in this article. The Grievance Board operates according to rules of due process in Section 2.16.3.

The decision of the Grievance Board is final; there is no appeal within the University from the decision of the Grievance Board.

Appeal Procedure for Non Renewal of Nontenured Tenure-track Faculty

(See Section *Separation, Reappointments, Tenure-Track*)

Summary of the Schedule

Unless otherwise stated, each of the following time periods are recommended and expected time limits within which the specified actions shall occur. Such actions may occur within a shorter or longer period than recommended, but a demonstrated effort should be made not to exceed the length of time recommended. Where deadlines are specified, failure to adhere may result in a forfeiture of rights by the offending party.

.. Start - The untenured tenure-track faculty member is formally notified that his or her contract is not to be renewed. Included with such notice is a statement of reasons for nonreappointment from his or her dean and a statement of the faculty member's rights of appeal and the procedures governing such an appeal.

.. On or before seven days after receipt of notification -

.. The faculty member wishing to appeal the decision not to renew makes a request in writing to the dean that he or she institute an informal review of that decision. A copy of the request is sent to the Executive Vice President for Academic Affairs.

.. Fourteen days after request for review by the dean -

.. The dean's informal review is completed.

.. Seven days after the completion of the dean's informal review

.. The results of that review are
.. communicated in writing to the faculty member.

.. On or before seven days after such notification (if adverse) -

.. The faculty member makes a request to the Faculty Council President, in writing, to initiate a formal review, stating the grounds on which the review is being requested.

.. Ten days after the request for formal review -

.. The Faculty Council's Committee on Committees appoints a three member review panel.

.. Three days after the appointment of the review panel -

.. The Faculty Council, the President, or his or her designee, notifies the faculty member and his or her dean of the appointment of the review board and of the names of its members. The Faculty President, or the designee, also notifies the dean of the grounds on which the formal review has been requested.

.. On or before ten days after the notification that a review panel has been appointed -

.. The faculty member and the faculty member's dean submit statements to the review panel.

.. Fourteen days after submission of documentation -

.. The review panel completes its review and arrives at a decision.

.. Seven days after the review panel reaches its decision -

.. The review panel notifies the Executive Vice President of Academic Affairs and the faculty member of its decision in writing. The faculty member's dean and the Faculty Council President shall be notified in a timely manner.