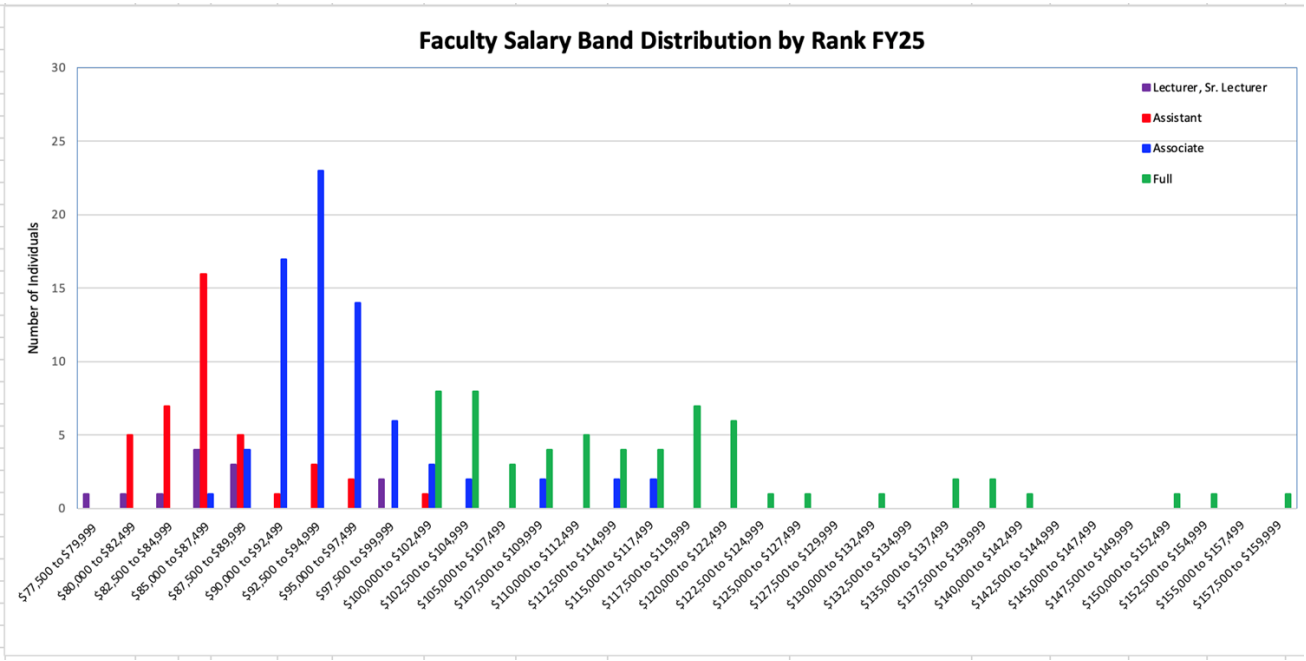
CHAPTER SEVEN

BENEFITS

NOTE: *A full description of the employee benefits may be found in the Employee Handbook located on Gateway. While every effort has been made to provide accurate summaries, in cases of discrepancy between the summary and the actual plan documents, the plan documents will govern. Summary Plan Documents (SPDs) are available in Human Resource Services and on the College's website.*

I. Salary

A. The Distribution of Salaries of full-time faculty is:



B. Pay Periods and Deductions

Faculty are paid on a semi-monthly basis on the fifteenth and the last day of the month. In the event the regular payment date falls on a Saturday, Sunday or holiday, payment is made on the prior business day. The College deposits salary payments directly into the employee's savings or checking account at any certified banking institution in the United States. A pay advice will be issued on the date of salary payment to communicate complete information regarding gross salary, payroll reductions and deductions, and net salary deposited. All appropriate federal, state and local taxes along with optional Flexcomp elections will be withheld.

II. Fringe Benefits

All of the following fringe benefits are available to full-time faculty. Please note that the College's retirement contributions have a one-year waiting period. This waiting period is waived if the employee is employed prior to joining Dickinson and is 100% vested in a qualified retirement plan (see section B, below). See Section V for how fringe benefits apply during leaves of absence.

A. Flexcomp

Dickinson College recognizes that the kinds of benefits needed by employees and their families depend on their own special circumstances and that these change over time. In addition, some benefits require employees to contribute some of their own salary in order to receive the benefits. For these reasons, each year Dickinson College uses a flexible approach to providing benefits in which employees elect for themselves the benefits they want and what costs they are willing to incur.

This approach is called Flexcomp, a cafeteria-type benefits plan that operates under Section 125 of the Internal Revenue Code (IRC). It provides an opportunity to choose from the benefits available under the plan and to pay for the benefits on a pre-tax basis. Using Flexcomp, the cost of the benefit payments is deducted from an employee's pay before certain taxes are withheld.

The benefits offered through Flexcomp that may require direct salary contribution by employees include medical, dental and vision coverage, accidental death and dismemberment insurance, and special accounts where employees put pretax money into an individual fund to help pay for dependent care and health care expenses not covered by an insurance plan. A brief description of each of these plans is provided below.

Each year, usually in May, employees complete Open Enrollment elections that allow them to select the benefits administered through the Flexcomp plan for the next year. The effective date of any changes in benefits coverage will be July 1.

B. Retirement

Defined Contribution Retirement Plan

Eligible employees who have worked for the college for 12 consecutive months (one year) and who have worked for the college at least 1,000 hours over that same 12-month period may participate in the college's retirement plan. The one-year waiting period is waived for employees who are otherwise eligible and who can show evidence that, immediately prior to their employment at the college, they were actively participating in a qualified retirement program and were 100 percent vested.

Under this plan, the college contributes a percentage of the annual base wage of an eligible employee to a tax-deferred retirement account(s) selected by the employee from among the options offered in the TIAA or Fidelity Investments. All money paid by the college into the employee's retirement plan is immediately and fully vested in the employee.

Tax Deferred Annuity Plan

All full-time and part-time employees are eligible from their date of hire to enroll in and contribute their own funds to individually owned special tax-deferred annuity accounts over and above amounts being contributed by the college into retirement accounts and Social Security. Employees are offered a variety of investment possibilities from which to choose.

Emeriti

The Emeriti Program is a tax-advantaged way to invest and accumulate assets during working years to help meet health care expenses during retirement. The college contributes on behalf of eligible employees age 35 and older with one year of service. Employees age 21 and older may also make voluntary contributions on an after-tax basis (no maximum applies).

C. Life Insurance

The college's full-time employees receive group life insurance and accidental death and dismemberment benefits, effective on the first of the month following the date of hire. Benefits are based on hire date, annual base salary and age, rounded to the next higher multiple of $1,000, if not already a multiple of $1,000. The maximum amount is $650,000 and the minimum amount is $50,000.

Active employees hired:

- prior to January 1, 2008 have a benefit based on 3 times annual earnings,
- on or after January 1, 2008 have a benefit based on 2 times annual earnings

D. Long-Term Disability

Effective on the first of the month following the date of hire, all full-time employees are covered under a group Long-Term Disability Insurance Plan, which is paid for by the college. Should an employee become disabled and remain disabled for at least six months (proved to the satisfaction of the college's insurer) this plan will provide 60 percent of his or her monthly wage and continue for as long as the employee remains disabled or until he or she reaches the age of 65, whichever comes first. Voluntary healthcare benefits may be continued, with the same employee contribution requirements, during the first six months of approved long-term disability. The monthly disability payments will be reduced by the amount of benefits the employee is eligible to receive from primary Social Security benefits, Workers' Compensation, veteran's benefits or other disability coverage. Disability payments during the first six months will be paid in accordance with the college's short-term disability plan.

E. Health Insurance

Under the college's medical, dental and vision plans, full-time employees may opt for coverage for themselves, their spouse, and/or their dependent children. Dependent children can be covered up to age 26, or older if disabled. When an employee, spouse, or eligible dependent is covered by another health insurance plan there are special considerations, called Coordination of Benefits, which insurance companies will consider before processing claims.

If an employee, spouse, or dependent child is covered under another plan, the employee is encouraged to contact the specific medical, dental and vision insurance provider to discuss how these rules may apply to the particular situation. If an employee has dependent children who are covered by the college's plans, the employee must notify Human Resource Services when the child reaches age 26 and Human Resource Services will:

1. remove the dependent child from the employee's coverage at the end of the month in which the child reaches age 26 and

2. notify the COBRA administrator to provide the option for a dependent child to continue health coverage at the COBRA rate for up to 36 additional months.

Employees are eligible to enroll in the plans or change enrollment:

- within the first 31 days of becoming a regular full-time employee,
- through the open-enrollment process, which allows benefit eligible employees to enroll or elect changes effective July 1 of each year, or
- within 31 days of when certain family events occur—birth, death, adoption, marriage or divorce. (Contact Human Resource Services for further information about these exceptions and to complete the necessary documentation.)

Coverage begins the first of the month after the date of hire. If the date of hire falls on the first workday of the month, the employee's coverage shall start on the first of that month. When certain family events occur, coverage begins the first of the month or ends the last day of the month after the date of the event except in case of birth, adoption and death where the effective date is the day of the event.

Medical Insurance

The college offers comprehensive medical benefits. The plan includes prescription drug coverage, does not exclude pre-existing conditions, and has an unlimited lifetime benefit.

Dental Insurance

The college offers group dental insurance. Benefit coverage differs depending on the schedule of benefits and whether the dentist utilized is participating (in-network) or non-participating (out-of-network).

Vision Insurance

The college offers group vision insurance. The plan offers reduced-cost vision services for exams, glasses or contact lenses. While the highest level of coverage is provided when using the in-network providers, some coverage is provided when using out-of-network providers. Unlike the medical and dental plans, employees must sign up for a two-year period with the group vision plan.

Health Advocate

The College recognizes that, at times, navigating health insurance and the health care system can be complicated. To assist employees and their family members, the college provides access to a specialized support network of health care workers outside the insurance company, known as Health Advocate. These registered nurses and doctors understand the intricacies of the health care system and will help full-time employees and their family members navigate through it at no additional cost. They will guide individuals to the best, most efficient and effective solutions to health care issues. Their services are available to full-time employees, their spouse or children, parents and spouse's parents. Some of their services are:

- find/schedule appointments with the best/appropriate doctors and hospitals
- locate/research current treatments for a medical condition
- locate/navigate elder-care services
- communicate/coordinate benefits between physicians and insurance companies
- secure second opinions to help provide peace of mind
- assist with correcting billing mistakes
- assist in identifying alternative coverage options.

Consolidated Omnibus Budget Reconciliation Act (COBRA)

COBRA makes it possible for eligible individuals and their dependents, who would otherwise lose coverage under the college's medical, dental and vision plans, to extend temporarily their coverage(s) at group rates under certain conditions. This temporary extension could be important to employees and their family members, which are covered under medical, dental or vision plans, for example, if an employee resigns or retires from the college, gets divorced or has a child who reaches age 26. This means that, should an employee or any dependents who were covered by college health plans lose that coverage; the employee may be able to arrange a continuation of coverage for a limited time if his or her case satisfies federal guidelines.

Flexible Spending Account/Health Care

A healthcare flexible spending account (FSA) allows an employee to set aside money on a pretax basis to pay for out-of-pocket health, dental or vision expenses that are not covered, or are only partially covered, under any health plan. These may include plan deductibles and co-payments, prescription medications, eye glasses and frames, orthodontia and uncovered expenses by spouses or other eligible family members. Full-time employees may contribute a set amount determined by the Internal Revenue Service (IRS) each year

Flexible Spending Account/Dependent Care

The dependent-care flexible spending account allows full-time employees to set aside money on a pretax basis to pay for the care of a dependent child or adult. The "family maximum" that can be set aside each year is determined by the IRS. As with the healthcare flexible spending account, any amounts set aside in a dependent-care flexible spending account left unclaimed in an account at the end of the plan year and the grace period (July 1–September 15) will be forfeited. Unlike the healthcare FSA, dependent-care FSA's are not "pre-funded"; employees will only receive reimbursement for the amount deposited into the account as of the reimbursement date. IRS regulations do not allow reimbursement for services that have not yet been provided, so even if an employee pays in advance for expenses, only service periods that have already occurred may be claimed. All expenses must be incurred and paid during the plan year and the grace period (July 1–September 15).

H. Travel Insurance

The college maintains global travel insurance coverage, which provides global medical health insurance as well as services like medical evacuation and repatriation, travel assistance such as a lost luggage benefit, and security evacuation coverage for travelers who are conducting college business, including but not limited to research, advancement activities, admissions recruiting, etc. The coverage works best when the college is advised of travel plans at least three weeks in advance. The Center for Global Study & Engagement coordinates this coverage for any faculty, staff, and students who are traveling internationally on a program coordinated by CGSE. All travelers, including students, who are traveling in a capacity not related to CGSE should visit the Compliance & Enterprise Risk Management page to complete the global medical insurance request form: https://www.dickinson.edu/forms/form/211/en/international_travel_insurance_request_for_non-credit_bearing_travel.

Students who are traveling should complete their own request.

I. Travel Allowance

Dean's Faculty Conference Fund[1]. Each full-time faculty member receives Dean's Faculty Conference Funds to be used for travel and costs associated with attending professional meetings in one's discipline. The grant may be accumulated up to three years; thereafter, the unexpended amount of the eldest year is returned to the College's general fund. All vouchers must be filed with the Dean of the College and bear the signature of the departmental chair.

J. Liability Insurance

[1] Formerly known as 1% Fund.

The college maintains a variety of insurance coverages, such as general liability, employment liability, and automobile liability to protect the institution, its faculty and employees against claims caused by, or alleged to have been caused by, negligent acts of persons while acting on behalf of the college and within the scope of their employment. Please note that while the college maintains automobile liability, employees that elect to use their own personal automobiles while conducting college business may find that their personal insurance is primary. Please refer to the Motor Pool Vehicle Policy for additional details.

The college also maintains Workers Compensation Insurance for the benefit of its employees in accordance with the statutory requirements set forth by the Commonwealth of Pennsylvania and all domestic states in which employees are permanently stationed for work.

K. Additional Insurance Benefits

Employees may purchase additional insurance benefits at relatively attractive group rates. These optional benefits are available as a convenient payroll deduction and include:

• Aflac's Voluntary Group Accident Insurance pays a benefit for the treatment of injuries suffered as the result of a covered accident. Benefits are paid regardless of any other health insurance benefits the insured may receive.

• Aflac's Voluntary Group Cancer/Critical Illness Insurance provides a lump sum benefit payment upon the diagnosis of not only one covered illness, but for each covered illness, to cover out-of-pocket medical expenses and the costs associated with life-changes following a covered critical illness.

• Prudential's Voluntary Accidental Death & Dismemberment Insurance pays a benefit for a covered accident regardless of any other disability or life insurance. Employees who are seriously injured or die as a result of a covered accident or injury, receive a set amount to help pay for unexpected expenses.

• Prudential's Voluntary Term Life Insurance provides employees and their family with additional financial protection.

• Individual Retirement Annuities (IRAs) – TIAA offers several kinds of IRAs using fixed and variable annuities.

• Long-Term Care Insurance – Employees and their eligible family members may participate in the Dickinson College Group Long Term Care Insurance Plan. New employees are guaranteed acceptance into the plan regardless of your current health status if enrolled within 31 days of hire date or the date eligible for benefits. Employees that enroll at a later date (later than the 31 days after becoming eligible) will be required to provide evidence of insurability to be accepted for coverage.

• METPAY – benefit program for automobile, homeowners and other types of property and casualty insurance.

• The Hartford's Group Accidental Death & Dismemberment Insurance – offered to employees and their dependents.

L. Employee Assistance Program (EAP)

Full-time and part-time employees and their eligible dependents may use the college's Employee Assistance Program (EAP). Through professional psychologists, the EAP provides confidential advice and counseling on personal matters. The EAP professionals can assist an employee and any eligible dependents with problems, including, but not limited to, those related to marriage, mental health, depression, parenting, alcoholism, drug abuse, retirement counseling or the death of a loved one. An employee and eligible dependents may each have up to three visits each fiscal year with an EAP counselor at the college's expense. Employees may choose to continue services at their own expense; part of the cost of continuation may be covered through health insurance.

M. Day Care

The Dickinson College Children's Center provides high-quality child care, preschool and full day kindergarten for children from 6 weeks to 6 years old. The center also provides a 10-week summer school-age program. The center is dedicated to the belief that each child is a unique person who deserves to be in a safe and nurturing environment. The center is committed to encouraging the child's individual growth, developing each child's social skills and self-esteem, and encouraging collaboration and cooperation. Limited enrollment means that enrollment cannot be guaranteed for children of incoming faculty and staff. The center maintains a waiting list; therefore, an employee should contact the center immediately after receiving an appointment to the college or deciding child care will be necessary.

N. Homebuyer Program

The Dickinson College Homebuyer Assistance Program assists eligible employees with the purchase of a single, two- or three- family home within a 25-mile radius of Dickinson College by providing a Forgiveness Loan of up to $2,500 for closing costs and down payment assistance. The program also provides a Deferred Payment Loan of up to $7,500 for additional down payment and closing cost assistance. Additional information can be found online at http://www.dickinson.edu/info/20083/human_resource_services/3436/homebuyer_program_effective_july_1_2017

III. Tuition Benefits

A. ***Tuition Remission*** at the college is available to you after one year of employment, and for your spouse and your eligible children (up to age 24) according to the "Tuition Schedule of Benefits" located on the Human Resource Services' website.

B. ***Tuition Assistance*** at another institution is available only to dependent children (up to age 24) according to the "Tuition Schedule of Benefits." This applies only if the dependent child is attending an institution of higher education in the United States accredited by one of the six regional Associations of Schools and Colleges. Tuition assistance will only be available for tuition costs at Tuition Exchange participating institutions if the employee completed an application for Tuition Exchange Scholarship in a timely manner and was denied Tuition Exchange. In that event, Tuition Assistance will then be available.

C. Tuition Exchange is a scholarship program for children of faculty and staff employed at participating institutions. The Tuition Exchange, Inc., a non-profit association, serves higher education by making careers at colleges and universities more attractive. Our program allows children (up to age 24) of eligible employees (one year waiting period as a full-time employee) an opportunity to earn a scholarship at participating colleges and universities nationwide. It also allows dependents of staff at the other member institutions an opportunity to earn a scholarship at the college. Both incoming and outgoing scholarships are based on the member institution's regular admissions processes and are competitive. Eligibility alone does not guarantee student acceptance into an institution or a scholarship award. Please note the application process for this benefit should begin by contacting Human Resource Services 12 months prior to enrolling in a participating college or university.

General Conditions Applicable to Tuition Remission or Assistance

The determination of dependency for tuition benefit purposes is based upon the same criteria which are used for health care benefits, excluding the difference in age limits.

Requests for payment under the tuition assistance (cash grant) program should be directed to the HRS office. It is helpful to receive the payment request two weeks prior to the due date established by the other institution in which the child is enrolled.

Payments are made on a semester basis. The usual procedure is to divide the annual cash allotment per child between the two semesters equally.

In the event the faculty member is on an approved leave of absence for not more than one year, tuition assistance or remission will continue to be applicable.

Should a faculty member of the College retire or die, such support will continue with the amount of assistance or remission based upon years of service. For each two years of service, one year of tuition assistance or remission will be given per child.

IV. Leave Programs

A. Faculty Sabbatical Leaves

The purpose of the Sabbatical Leave program is to provide for the improvement and invigoration of faculty, enhancement of faculty connection to the broader scholarly community, and ultimately to improve the quality of education available to Dickinson College students.

During the operation of the Leave program, the work of the academic departments and programs should proceed without diminution of the quality of instruction. Necessary adjustments of curricular offerings and support services should be effected in a manner that will best maintain the departmental programs.

A sabbatical leave is normally granted for the purpose of scholarly research or other creative work appropriate to the field of the faculty member. The project should usually produce materials capable of being submitted for peer review. Ideally, the sabbatical project should be directly or indirectly related to one's teaching or other pedagogical responsibilities, as well as enhancing one's scholarly stature.

The College also recognizes that changing needs in the academic program, and the changing interests of individual faculty members, will occasionally make a development sabbatical desirable and even necessary. A development sabbatical is one that is designed to enhance the individual's competence in his or her academic field or involves a legitimate incursion into a related field. This type of project should be relevant to the person's career and to the curricular goals of the College. Whenever possible, the results of a development sabbatical should be made available to some form of peer evaluation.

At the conclusion of a sabbatical leave, the sabbatical project will be assessed by the College in terms of both effort and outcome. The assessment of the quality of one's previous sabbaticals will be a factor in the consideration of a new sabbatical proposal.

B. Eligibility for Sabbatical Leave

1. All tenured faculty shall be eligible for a sabbatical leave after five consecutive academic years of teaching at the College. Under exceptional circumstances, the Faculty Personnel Committee may waive the requirement that the years of teaching contributing to eligibility be continuous.

   a. If a tenured faculty member is asked to postpone a sabbatical leave at the request of the College, then the subsequent time teaching continues to contribute to eligibility. In such cases, there shall be no penalty in eligibility for the leave following the delayed leave.

   b. If a tenured faculty member chooses to postpone a sabbatical leave for which she or he is eligible, beyond the one-year flexibility allotted to all faculty, then subsequent teaching time does not contribute to eligibility until the delayed leave is taken.

2. All tenure-track faculty shall be eligible for a sabbatical leave beginning in the year subsequent to a positive Year-Four evaluation. If a faculty member decides not to take a pre-tenure sabbatical, then she or he is next eligible for a sabbatical leave in the year subsequent to earning tenure.

C. Application Procedure for Sabbatical Leaves

1. The number of leaves to be granted at any one time, and the choice of persons to receive them, is to be decided by the President of the College in consultation with the Provost and Dean of the College and the Faculty Personnel Committee, considering:

   -the nature of the applicant's proposal;

   -the recommendation of the department chair;

   -documentation from the previous sabbatical (if applicable);

   -the effect on the curriculum.

2. Any eligible faculty member may apply for a sabbatical leave. Eligibility for leave shall not imply automatic approval. The application must state:

•which form of leave (research, development) is being requested;
-when the person desires it;
-the nature and extent of the proposed project in adequate detail.

3. The application must be addressed to the Provost and Dean of the College via the Chair of the Department. The Chair shall forward the application to the Dean with a cover memo stating:

   •the Chair's recommendation to approve or disapprove the sabbatical proposal on its merits;
   -a proposal from the department regarding how the loss of courses or other responsibilities will be covered, including part or full-time replacement requests.

4. The Provost and Dean of the College and the Faculty Personnel Committee will review all sabbatical proposals from junior faculty, including those who have not yet been promoted with tenure or to senior lecturer status. The Faculty Personnel Committee will generally refer all other applications for sabbatical leave to the Research and Development Committee for scrutiny and recommendation to the Provost and Dean. Applications, to be considered, may be submitted as early as desired but not later than September 1 of the year prior to the academic year in which the desired leave is to become effective. Sabbatical leaves are typically granted for either one semester at full pay or one academic year at half pay. In the case of a full-year sabbatical at half pay, faculty can elect to receive their salary paid at 75% for both the year of sabbatical and the year following the sabbatical.

D. Leaves of Absence

Leaves of absence without pay and apart from their role within a sabbatical or development leave package are available to Dickinson College faculty. Any of the following reasons are legitimate:

- for scholarly study and research;
- for teaching or serving in an appropriate professional position at another institution;
- for serving in an administrative position at Dickinson;
- for personal reasons, such as rearing children or exploring other career possibilities.

Just as with sabbatical and development leaves, a request should be submitted in writing to the Provost and Dean of the College and the Faculty Personnel Committee. The request must include a full description of the nature of the proposed leave and the reasons for it; a letter of support from one's department chair must accompany it. The submission date is November 1 for the subsequent fall term or full academic year; May 1, for the subsequent spring term. Leaves of absence have a lower priority than sabbatical leaves. Approval depends on a judgment that the leave will not be harmful to the College's academic program.

Leaves of absence are normally granted for one semester or one year, but under unusual circumstances may be approved for up to two years. Requests for extensions beyond the time period originally approved require reapplication through the procedures described above.[2] The year in which a one-semester leave of absence is taken will be counted in the probationary period for non-tenured faculty. Two accumulated semesters of leave or a full year's leave will not be counted.

All applicable leave time will be applied in conjunction with any qualified Family and Medical Leave (FMLA).

E. Parental Leave Policy[3]

Birth mothers who have been employed at the college in a full-time position for 12 months preceding the birth of the child are eligible for:

1. Six (6) weeks of medical leave at 100% pay, including benefits that begin when an eligible employee's physician determines that a pregnant woman should discontinue work or at the time of delivery, whichever comes first,

AND

2. Six (6) weeks of parental leave at 100% pay.

A parent who is not the birth mother and who has been employed at the college in a full-time position for 12 months preceding the birth of a child is eligible for six (6) weeks of parental leave at 100% pay.

In cases of adoption of a child six years of age or under, each parent, if employed at the college in a full-time position for 12 months preceding the adoption of the child, will be eligible for six (6) weeks of parental leave at 100%.

The FMLA permits employees to take up to 12 weeks of *unpaid* leave. *Paid* leave of less than 12 weeks, as provided by the college under this revised policy, will be supplemented by *unpaid* leave in accordance with the FMLA.

	Medical Leave at 100% pay	**Parental Leave at 100% pay**	
Birth:			
Birth Mother	6 weeks[i]	6 weeks	
Other Parent	---	6 weeks	

[2] Change approved at 6 May 1996 Faculty Meeting.

[3] Effective July 1, 2017.

Adoption:			
Parent(s)	---	6 weeks	

[i] 6 weeks of medical leave for childbirth is an accepted basic measure of the health care component related to a woman's recovery period. This period may be extended depending on the health care needs of the mother.

F. Leave and Tenure Clock.[4] Junior faculty will have their "tenure clock" (probationary year toward tenure) halted for the year in which the leave is taken in the following cases: sabbatical or other professional leave for an academic year or semester, parental leave of six weeks or longer, and medical leave of six weeks or longer.

Faculty members taking leave in any of the aforementioned categories may request that the clock not be halted for the academic year in which leave is taken. Such requests will be honored by the College. For sabbatical or other professional leave, the request to continue the movement of the tenure clock must be made before the beginning of the leave and in writing. In the case of parental or medical leave, however, the request may be made in writing at any time until the end of the leave period.

In the case of parental or medical leave for less than six weeks, the tenure clock will continue. Requests to halt the clock in such cases should be made to the Faculty Personnel Committee, which has the authority to accept or deny the request.

Leave Policy

	Sabbatical or leave of absence (1 year or 1 semester)	Medical or parental (6 weeks or longer)	Medical or parental leave (less than 6 weeks)
Is default policy to stop the clock?	Yes	Yes	No
Is a request to differ from default policy honored without question?	Yes	Yes	No (the faculty member may make a case to Faculty Personnel Committee)

FAQ's

1. *If a leave falls in the summer, do these provisions apply?*

[4] Reported for comment and discussion at February 8, 2010 Faculty Meeting.

Yes. The tenure clock is halted for the academic year in which the majority of leave falls (unless the faculty member requests the clock not be halted).

2. *How is leave handled if it falls during a sabbatical?*

   The College revises *goals* for the sabbatical on the assumption that no College-related work, including scholarship, is *expected* during the period of the leave.

   If an impending parental or medical leave conflicts with a sabbatical that has already been approved but has not yet begun, may I reschedule the sabbatical?

   Sabbaticals are important opportunities for scholarship and professional development for all faculty, especially for junior faculty who are building portfolios for tenure. If it appears that an anticipated parental or medical leave would substantially interfere with meeting the goals of an approved sabbatical, a faculty member may request to reschedule the sabbatical by submitting a memorandum to the Provost and FPC.

3. *What happens if a leave does not coincide with an academic semester?*

   Faculty are expected to teach in that portion of a semester not included in the leave. In some cases, however, when leave ends before the semester's close, it may not make sense for the faculty member to return to teaching. This is particularly true if alternate arrangements have been made for course coverage. In such cases, the faculty member returning from leave will be assigned tasks in lieu of teaching, these tasks to be defined in conversation with the department chair and Provost.

4. *How is salary handled if a parental or medical leave falls during a abbatical?*

   Faculty members remain at their previously designated salary – full salary for a single semester sabbatical or half salary for a full year sabbatical – during the leave.

5. *Can a faculty member returning from parental or medical leave secure a reduced teaching load?*

   Yes, faculty may request a one-course reduction in teaching load (from three to two courses) for the semester following leave. Normally, the faculty member's salary will be reduced at the rate of an adjunct salary for course replacement.

6. *Can faculty members with partners on the faculty who have taken parental leave, but who themselves have not, request a halt of the tenure clock?*

   In this case, the tenure clock does not stop automatically, but faculty may request it. Such a request will be treated on the same basis as one from a faculty member taking less than six weeks leave.

G. Medical Leave (Short-term disability). A faculty member has the right to a leave of absence for medical reasons. The leave is with full pay for up to six months, during which the employee will apply for benefits under the College's long-term disability program. Determinations on long-term disability are at the discretion of the insurance carrier. The leave is granted by the Dean of the College, based upon a written statement from an attending physician indicating that the person is unable to perform his/her College responsibilities. The leave may involve reduced College activities or none at all, depending on the severity of the medical problem. The Dean in consultation with the person's department will work out arrangements for covering his/her responsibilities during this period. A written statement from the attending physician indicating that the person is able to return to full time work will terminate the medical leave, recognizing that in many cases this cannot occur or occur fully in the middle of a semester. Regardless of when the attending physician indicates when a faculty member can return to full-time work, the department, in consultation with the Dean of the College, will decide when it is appropriate to resume teaching duties.

All applicable leave time will be applied in conjunction with any qualified Family and Medical Leave (FMLA).

V. Fringe Benefit Eligibility During Sabbaticals or Leaves

A. For Those on Sabbatical Leave

The College's contribution to retirement will be continued at the same percentage of the full annual base salary.

All other fringe benefits, except long term disability, normally paid by or subsidized by the College will be continued including the Dean's Faculty Conference Fund.

B. For Those on Leave of Absence Without Compensation

The College's contribution to retirement will be continued for one year at the same percentage of the full annual base salary which would have been paid the employee had he or she not been on leave, providing the employee is not on a private or public grant which contributes full or partial payment of retirement benefits while on leave. If partial payment of retirement benefits is received, the College will pay an amount equal to the difference.

VI. Extra-College Employment

Appointment as a full-time faculty member at the College presumes that employment for remuneration outside of the College, during the academic year, shall not be undertaken without the prior approval of the chair of the person's department and the Dean of the College. Lectures, consultancies, and other professional activities of limited duration are exempted from this need for approval.

VII. Retirement

A. Retirement Age, Retirement Year

The normal "retirement age" for Dickinson faculty is attainment of the 65th birthday. There is no mandatory retirement age. A person's "retirement year" in any of these senses is defined as concluding on 30 June of the fiscal year during which the person reaches the appropriate retirement age.

A faculty member may continue employment with tenure beyond the normal retirement year, but only after positive periodic evaluation (See Chapter Four, Section I.C.2).

B. Phased Retirement Plan

A phased retirement plan[9] is available for full-time faculty who are 55 years and older, and who have at least 10 years of service. The plan includes the following features:

- Faculty may choose to reduce their teaching load by either one or two courses (80% or 60% of a usual teaching load) over one to three years before retiring. They are also released from student advising and committee service. The faculty member is fully retired at the end of the period of phased retirement.
- Salary is reduced to either 80% or 60% of a full-year's salary.
- The College pays for a faculty member's health insurance and life insurance until her or his retirement (up to three years).
- Other benefits continue until the faculty member's retirement and are adjusted to the reduced teaching load and salary.
- Participation in the program is subject to the approval of the Provost/Dean of the College. Program applications are due no later than 1 April of the spring semester prior to the academic year in which you wish to begin your reduced teaching load.

More detailed information is available from Human Resource Services.

VIII. Emeritus Professors

A. Eligibility:

1. For Faculty, rank of Professor or Associate Professor at the time of retirement.
2. Usually the age of 60 or older, unless retirement is for reasons of health.
3. Retirement from Dickinson at age 65 or later, or retirement from full-time professional responsibilities at the time of one's early retirement from the College.

B. Selection:

1. Nomination by the person's department or program advisory group, normally submitted at the annual January evaluation time during one's final year of regular appointment.
2. Review and concurrence by the Faculty Personnel Committee and the Dean of the College.

3. Approval by the President of the College, followed by a letter of appointment in March, the usual month for salary and promotion letters.

C. Privileges and Responsibilities:

1. Listing in college catalogue at rank and title held at time of retirement, preceded by the word “emeritus” or “emerita”.
2. Full library privileges and the use of college stationery and departmental mails for academic correspondence. The departmental mailbox may be used for receiving mail if an individual box is not available.
3. Use of available laboratory, computer, and carrel facilities, as determined by the department and the College. Use of these should be requested by May 1 each year to the Dean of the College; support will be made available within the constraints of existing resources.
4. Participation in the cultural and social life of the College under the same conditions as other faculty. This includes: regularly receiving information about scheduled college events; involvement in departmental activities at the invitation of the department; participation in academic processions such as Convocation and Commencement.
5. Neither vote nor voice at Faculty Meetings.
6. Eligible for part-time appointment to teach regular courses or seminars at the College, to offer instruction through Continuing Education programs, and to represent the College or its interests in various ways beyond the campus.
7. Eligible to apply for Research and Development funds.

IX. Associate Fellows

Independent scholars who wish to maintain active ties to the academic community may apply for an appointment as Associate Fellow. A person is nominated by an academic department, and appointed by the Dean of the College in consultation with the Faculty Personnel Committee. Since it is important that the Associate Fellow be accepted as the professional equal of departmental colleagues, the application should contain the same supporting information as an application for a regular position. Appointment is for one to three years and is subject to renewal.

Associate Fellow shall be an unsalaried position with library privileges, but no departmental duties. The Associate Fellow shall be on a departmental mailing list for notification about public and departmental colloquia, lectures, and the like. A person appointed as an Associate Fellow shall not indicate such status, or any affiliation with Dickinson College, in any curriculum vitae, personal resume, or publication, without the express written permission of the Dean of the College. An Associate Fellow is an unsalaried position and does not imply any form of employment.

X. Honorary Fellows[5]

Important persons—actors, artists, musicians, politicians, religious leaders, scientists, writers, and others—who have spent a minimum of four weeks in residence at Dickinson may thereafter be appointed as an Honorary Fellow. A person may be nominated by an academic department, and appointed by the Dean of the College, in consultation with the Faculty Personnel Committee for a term based on the department's recommendation.

The purpose of such an appointment is to sustain a connection with a person whose campus residency has been successful. The appointment gives visibility to Dickinson's relationship with a person of national or international standing. It also continues a connection that, it is hoped, will include future interactions and perhaps additional residency occasions.

An Honorary Fellow is listed in the catalogue, and receives College-wide and departmental information relevant to the person's interest.

An Honorary Fellow is an unsalaried position and does not imply any form of employment. The person is provided with the same access privileges offer to Associate Fellows.

[5] Change approved at 6 May 1996 Faculty Meeting.