

### III. COMPENSATION

#### A. Salaries and Annual Reviews

Each year, every individual engaged in full-time teaching must submit an annual activity report. This form, which is available from the Office of the Provost and Dean of the Faculty (in addition to being on the Provost and Dean of the Faculty webpage), summarizes the individual's contributions in the areas of teaching, professional activity, and service during the previous year. It is used by the Provost and Dean of the Faculty and the individual's division chair for annual reviews to set salary levels. Activity reports are also used by the Personnel Committee and/or the Committee of Division Chairs during personnel reviews.

The Provost and Dean of the Faculty makes recommendations to the President regarding all salaries to be paid to individual members of the faculty. These recommendations are based upon several factors, including:

1. The size of the budget for faculty salaries;
2. Annual activity reports;
3. Recommendations by the Committee of Division Chairs;
4. The results of deliberations by the Personnel Committee;
5. Special awards, such as Garrett Fellowships;
6. Time in rank and/or years of service.

The Provost and Dean of the Faculty may also choose to confer with the Chair of the Faculty, especially when there is a disagreement between the faculty member and the Provost and Dean of the Faculty on the appropriate level of compensation given the faculty member. The President must approve all salary recommendations.

Annual salaries for full-time faculty are paid in twelve equal installments on the last weekday of each month. For continuing faculty, salary letters for the following academic year are issued by approximately March 15.

#### B. Garrett Fellows

Garrett Fellowships are intended to provide a special honor for younger faculty of demonstrated distinction. They are awarded to assistant or associate professors who hold the fellowship until promotion to the next rank. At the time of the award, a substantial salary increase is made, which remains part of the fellow's base salary after the fellowship is relinquished. As vacancies occur, new fellows are appointed by the President based upon the recommendation of the Provost and Dean of the Faculty and the Committee of Division Chairs.

### C. Fringe Benefits

The Human Resources Office has detailed brochures on all fringe benefits and is happy to answer both general and personal questions on this subject. Some of the benefits described below are also available for the domestic partners of Whitman employees. See the Human Resources Office for a complete description of this feature of the fringe benefit package of the College.

#### 1. Retirement Annuity

The College offers a retirement annuity through TIAA-CREF. Eligibility begins in the second year of employment to faculty working at least 48% of full-time. Faculty who have worked at least 48% of full-time in another college or university in the 12 months immediately preceding employment at Whitman may join the Whitman Plan immediately. The College contributes 10% of the faculty member's total salary; the faculty member must contribute 2% of his or her salary but may contribute more than 2% if desired. (Faculty should consult with the Human Resources Office to determine the maximum contribution permitted.) Faculty not eligible to join the plan in the first year may contribute to a supplemental plan on a tax deferred basis, but no College contribution will be made.

#### 2. Life Insurance

The College pays the full premium for group life insurance and AD&D coverage for faculty working at least 65% of full-time. Coverage is 1 1/2 times the annual salary rounded to the next highest thousand. Dependent coverage, paid through salary deduction, is available.

#### 3. Long-Term Disability

Following one year of employment the College will provide long-term disability insurance to faculty appointed at least 65% of full-time.

#### 4. Dental Insurance

Dental insurance is provided after one year of employment to all faculty who are appointed at least 65% of full-time. Dependent coverage is available through salary deduction. Details of coverage are available in the Whitman Medical and Dental Benefit Plan brochure.

#### 5. Medical Insurance

Group medical insurance is available to all faculty appointed at least 44% of full-time. The College pays all or part of the premium, depending on plan selection, for full-time faculty and a portion of the premium for part-time faculty based on their percentage of full-time employment. Faculty who have coverage on another medical plan may opt out of Whitman's plan and receive a cash allowance in lieu. Dependent coverage is available through salary deduction. Details of the coverage provided by the medical plan are available in the Whitman Medical and Dental Benefit Plan Brochure.

6. Flexible Spending Plan

The Flexible Spending Plan allows faculty appointed at least 44% of full-time to pay for certain unreimbursed medical expenses and child or dependent care costs with pre-tax dollars by salary deduction. Faculty must be eligible for the medical benefit; however, they are not required to be enrolled for medical coverage.

7. Tuition Remission

The spouse of a Whitman faculty member may register for one Whitman class per semester free of charge. After the faculty member has taught two years, his or her child may attend Whitman free of tuition charges if admitted to the College. After the faculty member has taught full-time for five years, the College will contribute one-half of the existing tuition charged at Whitman to the faculty child's tuition at another institution.

Faculty children may attend colleges in the Tuition Exchange Program which includes Willamette University, Reed College, The University of Puget Sound, and Lewis and Clark College, with full remission of tuition after the faculty member's fifth year of service. If a faculty member dies after at least 7 years of service, his or her children retain this benefit. Please consult with the Human Resources Office on the details of the Tuition Remission Program.

8. Travel Insurance

The College provides insurance coverage for full-time employees for death or total disability occurring during travel on college business.

9. Moving Allowance

The College reimburses full-time faculty for the expense of moving household goods to Walla Walla up to the amount noted in their letter of

appointment. The Office of the Provost and Dean of Faculty will provide guidelines noting allowable moving expenses.

#### 10. Family Leave Plan

The Family Leave Plan provides a choice of options for faculty members who request a reduction in their course load to meet family responsibilities such as caring for a newborn or newly adopted child, or for a close family member (typically parents, domestic partners, and children) suffering from a serious illness. Only tenure-track faculty with two prior semesters of teaching are eligible. The faculty member should consult with the Provost and Dean of the Faculty and his or her department as soon as possible so that the department can arrange its course offerings. The plan permits a range of options from a one-course reduction to a full year of leave. The following schedule, based on a six-course load per year, explains salary reductions for the Family Leave Plan:

- 1 course reduction, 5/6 annual load @98% annual salary;
- 2 course reduction, 4/6 annual load @82% annual salary;
- 3 course reduction, 3/6 annual load @65% annual salary; (this is equivalent to a semester of leave);
- 4 course reduction, 2/6 annual load @48% annual salary;
- 5 course reduction, 1/6 annual load @32% annual salary;
- 6 course reduction, 0/6 annual load @15% annual salary; (this implies a year of leave).

In addition, the faculty member may request release from committee work. All benefits are continued, though some income-based benefits (for example, TIAA-CREF) will be adjusted. In accordance with federal regulations, the College provides disability and life insurance for up to twelve weeks and then suspends this coverage until the faculty member resumes regular employment. The faculty member may choose to stop the tenure and promotion clock for the period of the courseload reduction; family leave semesters will count as full-time teaching semesters in determining eligibility for sabbatical leaves. In the event of prolonged serious family obligations, the faculty member could request an additional semester of leave without pay. Should disputes arise between the faculty member and the Provost and Dean of the Faculty regarding the granting of course reductions under the plan, the Faculty

Fringe Benefits Committee will act as mediator and subsequently make a recommendation to the President of the College.

Under the Family Medical Leave Act (FMLA), eligible non-tenure-track faculty may take up to 12 weeks of unpaid, job-protected leave for certain family and medical reasons in a 12-month period of time.

11. Retiree Medical Insurance

Faculty members hired prior to July 1, 1992, who retire at age 65 or older with 10 or more years of equivalent full-time service are eligible to receive a retiree medical benefit from the College to assist in paying premiums for Medicare supplemental medical insurance. Faculty members hired July 1, 1992, or later will not be eligible for the retiree medical benefit. Faculty members should check with the Human Resources Office for eligibility and benefit guidelines.

D. Liability

A faculty member is covered under the College's blanket liability policy when he or she acts within the scope of his or her legitimate authority and activities for the College, providing that he or she has not acted with malice nor committed slander or libel. The whole issue of liability is, however, extremely complex. A faculty member who has questions over what actions may be considered legitimate under his or her position with the College, and therefore covered by the College's liability policy, should consult the Provost and Dean of the Faculty.