

## **Chapter 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. Employee Fringe Benefits

The Human Resources Office administers all fringe benefits to Whitman College employees. Any questions regarding fringe benefits should be directed to the Office of Human Resources.

#### D. 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 five-course load per year, explains salary reductions for the Family Leave Plan:

1 course reduction, 4/5 annual load @95% annual salary;

2 course reduction, 3/5 annual load @75% annual salary; (this is equivalent to a semester of leave);

3 course reduction, 2/5 annual load @55% annual salary;

4 course reduction, 1/5 annual load @35% annual salary;

5 course reduction, 0/5 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. 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 Committee on Compensation 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.

#### E. Short-Term Disability

All Whitman College faculty with two prior semesters of teaching are eligible for full salary continuation in the event of temporary disability, for a period not to exceed six months. Disability lasting beyond the initial six months is covered under the College's long-term disability policy. To qualify for short-term disability leave, a faculty

member must file a physician's certificate that an illness or disabling condition keeps him or her from performing his/her job with the Office of the Provost and Dean of the Faculty. Once a short-term disability leave has been granted, a physician's certification that the faculty member may return to work must likewise be filed with the Whitman College Safety Officer. If appropriate, the College will provide staff for course replacements, if the courses are replaced. The Provost and Dean of the Faculty, not the person temporarily disabled, is responsible for finding a faculty member to teach these courses.

In the event of serious mental or physical illness, tenure-track faculty members may, in consultation with the Provost and Dean of the Faculty and either in combination with or separately from any short-term disability or family leave benefit, delay their tenure clock. Delays may be granted in one-year increments up to a total of two years, although these years need not be consecutive.

In accordance with federal law, women affected by pregnancy, childbirth, or related medical conditions shall be treated the same for all employment-related purposes, including receipt of benefits, as other faculty members not so affected but similar in their ability or inability to work. The standard temporary short-term leave for the normal birth of a child within the academic year shall be six weeks, or one course reduction. Births that take place outside of the academic calendar year will be accommodated under this policy as deemed medically necessary. To facilitate academic planning, the faculty member shall consult with the Provost and Dean of the Faculty as far in advance of the intended leave as possible.

#### F. 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.