

Chapter III - Compensation

A. Salaries and Annual Reviews

Compensation for full-time faculty is based on a five-course teaching load, other professional activity, and service requirements according to their position. Annual salaries for full-time faculty are paid in twelve equal installments on the last weekday of each month. Faculty in part-time positions are paid for specific teaching assignments and their compensation thus varies depending on teaching load.

Each year, every individual engaged in ongoing teaching appointments must submit an annual activity report. This form summarizes the individual's contributions in the areas of teaching, professional activity, and service during the previous year and is used by the Provost and Dean of the Faculty for annual reviews to set salary levels. Division chairs review the activity reports for faculty in tenure-track positions (for which there are more established expectations for professional activity and service) and Associate Deans review activity reports of faculty in non-tenure track appointments. Activity reports are also used by the Faculty Personnel Committee and/or the Committee of Division Chairs during personnel reviews.

The Provost and Dean of the Faculty makes the final determination of salaries. The following items factor into the Provost's decision:

1. The size of the budget for faculty salaries (determined by the Board of Trustees in February);
2. Annual activity reports;
3. Recommendations by the Division Chairs and Associate Deans;
4. The results of deliberations by the Faculty Personnel Committee;
5. Special awards, such as Garrett Fellowships;
6. Time in rank and/or years of service;
7. Disparities in salary that may call for equity adjustments.

Faculty in visiting appointments who have been approved for renewal are typically contacted in January or February by the Associate Dean for Faculty Development. The Provost's Office notifies continuing members of the faculty

about salary decisions between March and May. After the initial appointment, faculty in full-time positions receive an annual salary letter. Faculty in visiting or part-time positions receive a new appointment letter each year outlining the rate of pay and approved teaching load per semester.

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. Maternity and Family Leave

1. Non-Tenure-Track Faculty

Faculty not in tenure-track positions who have taught for at least two semesters at Whitman are eligible for the College's short-term-disability plan (see [CH III-E below](#)). That plan recognizes the medically necessary physical recovery time after giving birth and treats pregnancy as any other short-term disabling medical condition. The standard short-term disability leave for the birth of a child within the academic year is six-weeks coverage of all classes. The Provost, not the faculty member, is responsible for finding another faculty member to teach the classes missed.

For pregnancy or childbirth resulting in additional complications, the period of leave, either before or after the birth of the child, may be increased as documented as medically necessary by a physician. For example, a C-section birth typically is certified for eight weeks of short-term disability leave and doctor-ordered bed rest may require additional leave. Births that take place outside of the academic calendar year will be accommodated under this policy as deemed medically necessary. For example, the birth may occur toward the end of the summer but the recovery period may extend into the beginning of the fall semester.

Although non-tenure-track faculty are not eligible for paid family leave, in accordance with federal and state law, faculty with at least two semesters of teaching at Whitman may request an unpaid leave to provide additional time to care for a newborn or for ill family members. (Washington State law allows for 18 weeks of unpaid leave by combining a standard 6-week disability leave for childbirth (more in other circumstances) and 12-week family leave. Details on Washington Department of Labor and Industries website.)

Faculty serving on committees or performing other departmental or College service (e.g. Senior Lecturers and Senior Adjunct Assistant Professors) can request a release from these responsibilities.

Faculty without two prior semesters of teaching (e.g. a visiting faculty member in their first year at Whitman) are not eligible for paid leave. However, other arrangements to cover the faculty member's classes can be made in consultation with the Provost.

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.

2. Tenure-Track Faculty

a. Maternity Leave

Women in tenure-track positions who have taught at least two semesters at Whitman have a range of maternity leave options, enabling them to request a reduction in course load to account both for medical conditions related to the birth and for time needed to care for the newborn. In addition to a reduction in course load, the faculty member may request release from committee work. Women in the first year of their appointment do not meet the eligibility requirements of either the Short-term Disability Plan or the Family Leave Plan, but may discuss with the Provost options that might be available according to their circumstances.

Options for tenure-track faculty with two prior semesters include:

Short-term disability leave only: Leave from teaching during the time period deemed medically necessary and receive 100% annual salary. For example, a woman scheduled to teach two courses in the fall semester would not teach the courses for the six weeks (or whatever medically necessary period) after the birth; those classes would be taught by a replacement. It is the responsibility of the Provost, not the faculty member, to find that replacement. See the description of Short-Term

Disability in the “non-tenure-track faculty” section above or the [CH III-E](#) below.

Semester leave: One course reduction through the Family Leave Plan and one course reduction to account for short-term disability during the semester of birth. The faculty member will teach no courses one semester, and three in the other semester and receive 95% annual salary. In this way, the faculty member has no salary reduction for the first course, which is offered in lieu of replacing six or more weeks of classes for the courses they are scheduled to teach.

Reduction across semesters: One course reduction to account for short-term-disability during the semester of birth and one or more course reductions in that semester and the following semester for care of the infant under the Family Leave Plan. For example, a faculty member giving birth in the fall semester could teach 0 classes that semester and then teach only 2 classes in the spring at 75% annual salary (one course is considered short-term disability and two fall under the Family Leave Plan).

Other combinations of the Family Leave Plan and Short-Term Disability plan are possible depending on the needs of the faculty member.

All benefits are continued, although some income-based benefits (for example, TIAA) 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.

b. Family Leave Plan

Faculty in tenure-track positions who have taught for at least two semesters at Whitman are eligible for Whitman’s Family Leave Plan, which offers 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. If both parents are tenure-track faculty members employed at Whitman, they may both request leave under this plan and each parent is entitled to the same benefits.

The plan provides 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) 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.

c. Delay of the Tenure Clock and Sabbaticals

Faculty requesting family or short-term disability leave may also request a delay in the tenure-clock from the Provost and Dean of the Faculty. Delays may be granted in one-year increments up to a total of two years, although these years need not be consecutive. For example, a faculty member could delay the clock twice, one year for each child born or adopted before the time of tenure review.

Family leave semesters will count as full-time teaching semesters in determining eligibility for sabbatical leaves. Faculty originally granted a sabbatical leave during a semester in which they subsequently are granted a leave through either the Short-Term Disability plan or the Family Leave Plan may request to defer their sabbatical.

E. Short Term Disability Leave

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 them from performing their 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. Women who qualify for short-term disability in virtue of pregnancy, childbirth, or related medical conditions may also request a reduction in course load in accordance with the terms of the Family Leave Plan. 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 they act within the scope of their legitimate authority and activities for the College, providing that they have 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 their position with the College, and therefore covered by the College's liability policy, should consult the Provost and Dean of the Faculty.