



Policy Number: *pending*

Policy: *Work-Life*

Date Adopted: *pending*

References:

Approved By:

POLICY

The University of Montana-Missoula has work-life policies that promote the diversity, productivity, and success of the faculty. Exercising these options will not negatively affect a faculty member's ability to obtain tenure.

I. Requested Extension of the Tenure Clock

1. Tenure-track faculty may request a tenure clock extension for the following reasons:
 - a. The birth or adoption of a child, or the foster care placement of a child;
 - b. To care for a spouse/partner, child, or parent of the employee in the event of a serious health condition; and/or
 - c. Incapacity to fulfill assigned responsibilities because of a serious health condition or other hardship situation.
2. On request approved by the Chair, Dean, and Provost, the University also allows a tenure clock extension for probationary, full-time faculty who take up to one year of uncompensated leave (see UFA Contract, section 15.222 on "extraordinary uncompensated leave"¹).

¹Collective Bargaining Agreement between The University of Montana University Faculty Association and the Montana University System (July 1, 2005 through June 30, 2009), Section 15.222:

"Extraordinary Uncompensated Leaves: Leaves may be granted for such reasons as continuing poor health or disability, maternity and child care, accepting public office for limited time, or other personal reasons. Extraordinary leaves shall not be counted toward the years of service (probationary or tenured) of the faculty member or for purposes of salary or promotion. No extraordinary uncompensated leave may exceed one (1) calendar year."

II. Requested Reductions in FTE

1. Reductions in FTE will entail proportionate reductions in pay for the period of the FTE reductions.
2. Faculty may request a temporary reduction in FTE for the following reasons:
 - a. The birth or adoption of a child, or foster care placement of a child;
 - b. To care for a spouse/partner, child, or parent in the event of a serious health condition; and/or
 - c. Incapacity to fulfill assigned responsibilities because of a serious health condition or other hardship situation.
3. Faculty may also request a permanent reduction in FTE as allowed by the UFA Collective Bargaining Agreement, Section 9.30: “By an agreement signed by the Provost, the faculty member, the academic chairperson, and the dean, a tenured faculty member may permanently reduce his/her tenured appointment from 1.00 FTE to not less than .50 FTE. Thereafter, the faculty member will have tenure over only the agreed portion of the reduced appointment.”

NOTE: The faculty member who receives an approved FTE appointment reduction may request a return to 1.00 FTE, but the CBA does not guarantee any such return. A faculty member who reduces FTE appointment to less than .50 FTE loses tenured or tenure-track status.

III. Spousal/Partner Employment or Accommodation

The University of Montana has a commitment to help qualified candidates for employment find suitable positions for their spouses or partners. An offer to employ a candidate does not guarantee a position for the candidate's spouse or partner, but the University will work with the candidate to identify appropriate options at the University and/or in the community, considering the spouse's or partner's experience and credentials.

PROCEDURES

I. Requested Extension of the Tenure Clock

1. Submit a request to the Chair of the Department.
2. If approved, the Chair submits the request to the Dean.
3. If approved, the Provost submits the request to the President for placement on the Board of Regents' agenda for final approval.

In the event of disapproval by the Chair and/or Dean, the faculty member may appeal the denial to the Dean and/or Provost.

II. Requested Reductions in FTE

1. Submit a request to the Chair of the Department.

2. If approved, the Chair submits the request to the Dean.
3. If approved, the Provost submits the request to the President for placement on the Board of Regents agenda for final approval.

In the event of disapproval by the Chair and/or Dean, the faculty member may appeal the denial to the Dean and/or Provost.

III. Spousal/Partner Employment or Accommodation

A. Interview and Negotiations

1. University representatives cannot inquire about a candidate's marital status or domestic arrangements, nor can the University make an appointment based on such considerations.
2. Candidates have no obligation to raise issues related to the employment or accommodation of a spouse or partner, either before or after receiving an offer of appointment.
3. Candidates have the option to raise voluntarily the question of spousal/partner employment or accommodation, and the University can and will respond.

B. Appointment

1. The University allocates positions based on demonstrated need and funding availability, and generally fills these positions through competitive searches, appointing the most qualified candidates.
2. University policy and procedures allow exceptions to this policy, when circumstances such as spousal/partner accommodation warrant ([see attached form](#)).

C. Administrative Considerations

1. Spousal/partner employment or accommodation depends, in part, on the type of employment or accommodation desired, funding availability, identified needs of the University, and other pertinent factors.
2. Interdepartmental or interdivisional employment or accommodation requires advance agreement of the Vice Presidents involved.
3. Within Academic Affairs, the Provost and Deans of Schools or Colleges, and Chairs involved must concur.
4. Various possible arrangements can occur, including temporary and part-time appointments and shared positions.

D. Limits

1. Under appropriate circumstances, the University will facilitate spousal/partner employment or accommodation, but cannot guarantee that outcome independent of an individual's qualifications, employability, or competency to meet institutional needs and priorities.

2. The College, School, Department, or Program making the initial hire has the discretion to recommend spousal/partner employment or accommodation for a desired candidate, on or off campus.
3. The Dean(s) and Provost will consider all such recommendations, and will authorize accommodation whenever possible and appropriate, taking into account opportunities on and off campus.

E. Supervision and Evaluation

1. Under accommodations made in accordance with this policy, spouses or partners shall not supervise or evaluate each other either directly or indirectly.
2. The Provost will provide appropriate and written procedures to prevent any possible conflict of interest.

F. Other University Policies and Procedures

1. Appointees accommodated under this policy remain subject to the University's conflict of interest policies and procedures, EEO/AA policies and procedures, and all applicable University personnel and employment policies.
2. The Director of Equal Opportunity will maintain records documenting employment or accommodation under this policy.

G. Outline of Process

1. Candidate makes the request.
2. The responsible administrator reviews opportunities with the Dean and Provost (or appropriate Vice Presidents for interdivisional accommodation).
3. Upon agreement, the responsible administrator requests an accommodation.
4. The Provost facilitates the process and recommends approval to the President.
5. For a request involving a staff position, the Provost contacts the Director of Human Resource Services.
6. The hiring administrator submits the accommodation request to the Provost for conflict of interest and EEO/AA compliance review.