

**Motion to revise FH 4.3.3 Tenure-Track Period (TTP) with regard to leaves of absence and active-service modified duties**

**Approved by the Faculty Senate, 6 April 2017**

**For consideration by the Faculty at the Institute Faculty Meeting  
on April 26, 2017**

**4.3.3 Tenure-Track Period (TTP)**

The term TTP shall refer to the period during which the Faculty member holds a tenure-track appointment at NJIT prior to being tenured. During the TTP, the Faculty member is evaluated for tenure.

Appointment during the TTP shall normally be for a period of one year at a time and is subject to renewal. The TTP always begins at the start of the academic year in the fall. For persons hired at mid-year, the TTP will commence at the start of the following academic year.

Unless the TTP has been extended according to the procedures discussed below, the TTP shall not exceed seven years, which is the standard TTP for an Assistant Professor. During the TTP, a decision must be reached to either award tenure or terminate appointment. In the latter case, a terminal-year appointment would be within the allowed TTP.

*4.3.3.1 Shortened Tenure-Track Period*

The TTP of untenured Faculty who are appointed with a prior record of teaching and research may be the standard seven years or a shorter period, but not less than four years. In such cases, the duration of the TTP is determined at the time of hire by mutual agreement of the Provost—acting on the recommendation of the hiring Department P&T Committee and the Dean—and the candidate for a Faculty position.

*4.3.3.2 Extended Tenure-Track Period*

In special circumstances, such as an event that severely impedes a Faculty member's ability to perform his/her professional duties for a period of time (including an illness to a Faculty member or a member of his/her family, or primary care given to a newborn or newly adopted child), the TTP may be extended. Normally, such an extension can occur only once during the TTP and can last no more than one year. Exceptions to this rule can be granted by the Provost.

In order to receive an extension of the TTP, a Faculty member must submit a written request to the Department P&T Committee in a timely fashion, explaining in detail the reason(s) for the request. The Department P&T Committee reviews the request and makes a recommendation to the Dean. The Dean forwards the Faculty member's request and the Department P&T Committee's recommendation, along with the Dean's own recommendation, to the Provost, who either authorizes or denies the extension.

If a request for an extension of the TTP is made during the Third Year Review,

no extension will be granted unless the review results in reappointment.

~~Application for a leave of absence for personal reasons, or election to use the University's Active-Service Modified-Duties Policy to care for a newborn or newly adopted child, does not obligate an untenured Faculty member to apply for an extension of the TTP, nor does it replace the requirement for a formal, written request, should the Faculty member desire a TTP extension.~~

Application for a leave of absence (see Faculty Handbook 6.9 link) for personal reasons, does not obligate an untenured Faculty member to apply for an extension of the TTP, nor does it replace the requirement for a formal, written request, should the Faculty member desire a TTP extension.

If a Tenure-Track Faculty member elects to use the University's Active-Service Modified-Duties Policy (see Faculty Handbook 6.10 link) to care for a newborn or newly adopted child, the Tenure-Track Period (TTP) will be extended by one year, unless the Faculty member requests, in writing, that there be no such extension.

## **Current 2016 Faculty Handbook sections re Leaves and ASMD for reference**

### **6.9. Unpaid Leave of Absence**

Full-time members of the faculty or instructing staff may at their own request be granted a leave of absence without compensation for a specific period of time and for a specific purpose at the discretion of the President.

Letters requesting leaves of absence are to be submitted to the President, with a copy sent to the individual's Department Chairperson. All such requests should be made on a timely basis. Leaves will normally be for a period of one academic year.

#### **6.9.1 Eligibility**

To be eligible for consideration for a leave of absence an applicant shall have served a minimum of two continuous years on the Faculty or instructing staff of New Jersey Institute of Technology and shall have tenure, a three-year contract, or Just Cause protection. Exceptions to these requirements may be made upon the approval of the Department Chairperson and Dean.

#### **6.9.2 Implications**

- All leave time shall be credited to the Faculty member's years of service, and such leave time shall not constitute an interruption of continuity of service.
- Fringe benefits during the leave are subject to the current Professional Staff Association agreement. For specific information the applicant should contact the Personnel Office.
- The returning Faculty member will be placed on the same range and step of the salary schedule as before the leave and shall be entitled to any general salary

increases that may have taken place during the intervening period.

- The acceptance of a paid position or contracting for compensated services with another employer while on a leave of absence will not affect the provisions of the leave of absence.
- Requests for an extension of a leave of absence may be made by following the above procedure.
- The acceptance of a leave of absence does not obligate the recipient to return to New Jersey Institute of Technology. However, it is expected that appropriate notice be given to the President and the Department.

#### ***6.10 Active-Service Modified-Duties Policy for Tenured and Tenure-Track Faculty***

NJIT is committed to providing policies and resources to facilitate the opportunity for Faculty to strike an appropriate balance between academic and family life. Often, leave policies find their origins in the illness of an employee, the desire to take a leave of absence without pay, or the Family Medical Leave Act but do not adequately address the unique circumstances of the birth or adoption of a child by tenured or tenure-track Faculty. Career demands can place Faculty members beginning a family, particularly women Faculty, at a potential disadvantage with respect to their peers. No one should be in a position to have to choose between family and profession. Consequently, it is important to have special policies that address the birth or adoption of a child by a tenured or tenure-track Faculty member as compared to leave policies that serve different purposes.

Eligibility: Following the event of an adoption or birth of a child by a tenured or tenure-track Faculty member or their spouse, and if the primary caregiver is an NJIT tenured or tenure-track Faculty member, he or she has the option of using the Active-Service Modified-Duties Policy. Under this policy, the Faculty member is relieved of university service assignments and scheduled teaching (e.g., classroom) responsibilities for up to only one semester, without reduction in pay and with continuation of all rights and benefits of regular employment, as follows:

- If the birth or adoption takes place during Fall semester, the modified duties period can extend into the Spring Semester for a total of no more than one semester only.
- If the birth or adoption takes place in the Spring semester, the modified duties period can extend through that Spring semester only.
- If the birth or adoption takes place in the Summer before the start of Fall semester, the modified-duties period can extend through the Fall semester only.

An individual can only be on Active-Service Modified-Duties under this policy twice during his or her career at NJIT. During the Modified-Duties period, the primary care Faculty member is expected to fulfill student research, advising, and other research responsibilities. The use of the Active-Service Modified-Duties Policy obligates the recipient to serve as a member of the University Faculty for at least one year following the completion of the leave or to reimburse the University for all salary paid during the Active-Service Modified-Duties period.

**[Note: Sections 6.9 and 6.10 above shall remain in effect until such time as the policy on unpaid leave of absence and the Active-Service Modified-Duty policy for Faculty become part of the Collective Agreement between NJIT and the PSA. As soon as that occurs, the alternative language below, Sections 6.9x and 6.10x, shall replace the**

**current language for Sections 6.9 and 6.10 in the Faculty Handbook, and both the “x” after those section numbers and this note shall be deleted.]**

6.9x Unpaid Leave of Absence

Full-time members of the Faculty or Instructional Staff may at their own request be granted a leave of absence without compensation for a specific period of time and for a specific purpose. Details of the policy, contained in the Collective Agreement between NJIT and the PSA, are posted [here](#).

6.10x Active-Service Modified-Duties Policy

NJIT is committed to helping its Faculty maximize their productivity by obtaining an appropriate balance between academic and family life. The Active-Service Modified-Duties Policy serves this end by providing support to Faculty following the birth or adoption of a child. Details of the policy, contained in the Collective Agreement between NJIT and the PSA, are posted [here](#).