### 9. Compensation, Benefits, and Faculty Resources

## 9.1 Pay Policy and Procedures

Faculty members who are appointed on an academic year (9 month) basis whose salaries are not supported by grants and contracts during the academic year may elect to be paid over the 9-month academic year or to be paid over 12 months, with the total annual deductions distributed equally over the 9 or 12 months, respectively. Such election will be made only once each academic year during an annual sign-up period.

Faculty members who are appointed on an academic year (9 month) basis who are supported partly by grants and contracts during the academic year will be paid their academic year salaries as they earn them over the 9-month period.

Payroll checks shall be distributed on a bi-weekly schedule. The University has a policy of mandatory payroll direct deposit for all employees. Payroll funds will be deposited each payday in the account(s) designated by the employee. An electronic statement of earnings for the pay period showing the gross earning, itemized deductions, and the net sum of the check is also provided. Faculty members who are employed for one semester receive half of their academic year salary.

## 9.2 Summer Obligations and Opportunities

Faculty members who are appointed on an academic year (9-month) basis are ordinarily understood to be on leave during the summer months. This status does not affect the other terms of a faculty member’s appointment, including benefits or payroll options. Such leave is intended to benefit the faculty member in terms of enabling research activities, study leave, vacation, and other appropriate activities. While faculty members are encouraged to participate in on-going service commitments, any uncompensated service obligations are considered beyond normal service expectations. When a faculty member has committed to be a student’s research advisor or mentor, the faculty member is expected to continue this obligation during the summer. If departmental, college, or University obligations-circumstances warrant such service assignments, faculty members may voluntarily accept such assignments or may negotiate compensation or other considerations to be made as a result of this assignment.

Summer pay for faculty on research contracts is based on a 37-week academic year model. A faculty member fully supported by grants and contracts can earn 2.70% (1/37) of the regular academic-year salary per week of employment. This translates into a maximum earning of 40.5% of the academic-year salary if the faculty member works all fifteen weeks available in the summer. Requests to choose the fifteen-week option must be authorized by the department chair and dean and should be submitted in writing before the end of the Spring Semester. The fifteen-week model does not include vacation or leave time except official university holidays. For those faculty who wish to mix teaching, research and, service, which has been approved to be compensated, and give a 100% effort during the summer, the 40.5% limit must be observed. It is expected that Faculty employed during the summer will follow appropriate Federal effort reporting rules, currently OMB circular A-21.

9.2.1 Summer Teaching

Full-time faculty members teaching summer courses are paid 10% of their academic year salary for a three-semester-hour credit course, with a maximum rate as established by Summer School Operations Policy 02.01.52.

Teaching assignments in the summer do not obligate faculty members for service responsibilities unless the service obligation was agreed upon by the faculty member and department chair and/or dean.

## 9.3 Consulting

Interactions with the public and private sectors advance the university's effectiveness in providing high quality student learning and enhance student employment opportunities. Such activities promote the university's image in the community as a quality institution of higher education and as a partner in economic development. Consulting is a privilege so that a high professional level is maintained. Consulting activities should not entail conflicts of interest.

Within the purview of this policy, consultation is defined as the rendering of professional services by the faculty member for remuneration (including stock and stock options, and reimbursement for reasonable travel expenses, and per diem expenses) or reasonable expectation of financial compensation to the faculty member or someone in the faculty member’s immediate family or anyone associated with the family member’s organizations outside or within the university. Examples of such compensated activities might include but are not limited to:

(a) one-time or multiple visits to a business for the purpose of offering advice and counsel;

(b) carrying out investigations or studies which are not university grants or contracts;

(c) a series of non-university lectures or performances;

(d) serving as an expert witness; or

(e) providing specific professional services other than those rendered through the university.

By contrast, providing a single professional talk for a modest honorarium would not normally be considered as a consulting activity for the purposes of this policy. If there is a question regarding whether the activity is consulting, the faculty member should discuss the activity with the appropriate department chair and dean and with the approval of the Provost.

Endeavors for financial gain may be pursued as long as they do not interfere with the faculty member's primary commitment to the university. Consulting must not interfere with the faculty member's obligations (i.e., teaching, scholarly and/or creative activities, and service) to the university or place the faculty member in a conflict of interest or conflict of commitment situation. Faculty are responsible for insuring that consulting activities are conducted in accordance with the University’s Patent, Copyright, and Conflict of Interest Policies (Appendices, G, H, and I).

Consulting and the performance of activities by full-time faculty members for extra compensation within and outside UAH should rarely exceed 36 hours a month, non-cumulative, above and beyond the time required to fulfill their primary responsibilities to the university. This restriction does not apply during the summer when faculty members are considered to be on leave unless they are engaged in and being compensated for teaching, research, and/or service for UAH. Federal Effort reporting rules should be followed, currently OMB Circular a-21. Teaching a course at another institution is normally considered a conflict of interest for a UAH faculty member and hence does not normally fall within the privilege of consulting. Exceptions must be authorized by the Provost in consultation with the Dean and Department Chair.

Requests for consultation are subject to prior approval by the appropriate chair and dean. Approval for consulting is discretionary. If appropriate, the chair and dean will consult with the Provost, Vice President for Research, or other specific university administrators on a project-by-project basis. A disclosure and request for approval of consulting form (Appendix J) must be submitted and approved prior to the initiation of consulting activities to be performed during periods other than those periods when faculty members are considered to be on leave. The request must be acted upon within 10 working days. If the faculty member's request is denied, the faculty member should work with the appropriate chair and dean to seek resolution. If the faculty member is not satisfied with the outcome of resolution efforts, the university's professional review committee shall review the situation (following the steps identified elsewhere in the Conflict of Interest Policy, Appendix I) and make written and timely recommendations to the provost. If the faculty member is not satisfied with the professional review committee's findings, the faculty member may appeal to the provost. The faculty member may appeal using the General Grievance Procedure given Appendix E of the Faculty Handbook.

### 9.3.1 Consulting within UAH

Consulting with the University, if done, is on a very limited basis. Faculty with specialties that are unique within the University should consult with other University organizations through assignment of duties. Faculty may be permitted to perform consulting and other types of service within the University when the individual has specialized training or knowledge essential to the programs and where the performance of these duties is such that it is above and beyond the commitments associated with the faculty appointment. The consulting must be across departmental lines; therefore, a faculty member may not consult for his or her own department. Consulting within the University should be done only after proper advice from the department chair and dean, and with the approval of the Provost.

### 9.3.2 Consulting Outside UAH

The consulting activity must be compatible with the interests of UAH as a public academic institution and must not require more than a *de minimis* use of university resources or facilities. Faculty consulting activities that require significant use of university resources (i.e., laboratories, equipment, work by students and staff) must be handled as university grants or contracts. Procedures for such grants and contracts are available in the Office of Sponsored Programs.

When participating in consulting activities other than university grants or contracts outside UAH, the faculty member shall provide an explicit statement that the University is not participating in or sponsoring the activity.

### 9.3.3 Reporting

Faculty members shall report their consulting activities annually during the normal reporting process and whenever a conflict of interest arises. Expeditious disclosures and resolution of such conflicts or potential conflicts are in the best interest of all involved. Actual or potential conflicts of commitment or interest must be disclosed. The dean will provide a summary of all consulting activities of the college to the provost annually. In addition, the State of Alabama requires all employees who make more than amounts specified to report their consulting activities on an Annual Ethics Reporting form.

### 9.3.4 Sponsored Projects

Consulting on sponsored projects must be consistent with the policies of the sponsoring agency and the university. Procedures to implement subcontracts are in place in the Office of Sponsored Programs. Approvals must be obtained on a Consultant Subcontract Approval Request (CSAR) through the vice presidential level.

9.3.5 Reduction of Teaching Load due to External Research Contract Funding

Faculty are encouraged to seek external research funding from a wide-range of funding sources. Large research projects may require extensive faculty involvement. Academic-year Faculty who have sufficient external funding to pay for 40% of their salary during a given semester may apply to have their teaching load reduced: e.g. “buyout”. Applications for teaching load reductions are through the Department Chair, Dean, and Provost. If an application for a teaching load reduction is turned-down the Faculty member may appeal to the President.

## 9.4 Insurance and Retirement Benefits

9.4.1 Insurance Benefits

Group term life insurance, accidental death and dismemberment insurance, and long-term disability insurance (partial salary continuation) are provided by the university at no cost to regular full-time faculty and staff.

Medical, dental, and vision insurance are available to all full-time regular faculty member and their eligible dependents. New faculty members who wish to participate in the University’s group health insurance must apply for coverage with 31 days of employment and coverage becomes effective on the first day of the month following the date of hire. The University pays a major portion of the monthly premium for employee medical coverage and share in the cost for those who insure their dependents. Currently, the entire premium for dental and vision insurance is paid by the employee. Full plan details and premium costs are available in the Office of Benefits and Employee Services and on the Benefits website <https://www.uah.edu/hr/benefits>

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9.4.2 Retirement Benefits

The Teachers' Retirement System of Alabama (TRSA) provides the retirement program required for all full-time regular faculty and for part-time faculty working 50% time or more. Temporary full-time faculty and those at 50% time or more must also participate when they enter their 13th month of employment. Employees hired prior to January 1, 2013 (Tier 1 employees), contribute 7.5% of their gross salary. For employees hired on or after January 1, 2013 (Tier 2 employees), the contribution rate is 6.0% of their gross salary. A matching contribution is paid by the University, a grant, or other funds (depending upon the source of the funding for the position). This matching contribution varies in amount and is based on an actuarial determination of the funds necessary to provide benefits granted by law for members.

After ten or more years of creditable service, a member has a vested interest in the state retirement fund, which means the member is eligible for deferred retirement benefits. Eligibility is not lost if the employee leaves the employ of the university thereafter, as long as the employee's contributions are not withdrawn. Upon attainment of that age, therefore, an employee who has vested may retire and apply for monthly retirement benefits. Members who have 25 years of creditable service may retire with benefits regardless of age. Early retirement is permitted at age 60 for Tier 1 employees and at age 62 for Tier 2 employees. Upon attainment of that age an employee who has vested may retire and apply for monthly retirement benefits. Tier 1 employees who have 25 years of creditable service may retire with benefits regardless of age. The amount of retirement income is determined by a retirement formula and the option chosen by the individual at the times of retirement. The formula is determined by the average final salary (highest three years of the last 10 years for Tier 1 employees; highest five years of the last 10 years for Tier 2 employees); years and months of creditable service (includes membership service, prior service, purchased service, and transfer service); and a retirement factor of approximately two percent per year of service for Tier 1 employees and 1.65% for Tier 2 employees.

Approval of the IRS has been obtained to allow contributions to the TRSA on a tax-deferred status. In effect, TRSA contributions are not considered to be wages and, therefore, are not subject to taxation until they are withdrawn. Withdrawals are normally made at retirement when the tax rate is usually lower for most individuals. Member contributions made before approval of the tax-sheltering plan (January 1, 1982), however, are not taxable when withdrawn because taxes have already been paid on this money. An employee who obtains a refund of contributions upon termination of university employment will be taxed on all tax-sheltered contributions, unless these amounts are re-invested in an IRA or other qualified plan. If the amount of the refund is rolled over, the refund amount will not be taxed until withdrawn from the recipient IRA or qualified plan. If the withdrawal occurs before the employee reaches age 59 1/2 and if the refund is not reinvested or "rolled over" into an Individual Retirement Account or other qualified retirement plan, any taxable portion will be subject to applicable penalties/withholdings as specified by law. TRSA refund requests are initiated by the former employee and may be processed during the check-out procedure.

The information and details of the TRSA may be subject to change dependent on the policies of the Retirement System of Alabama and the laws of the State of Alabama. More information on retirement benefits is available from the Office of Human Resources and the UAH Human Resources Benefits website. <https://www.uah.edu/hr/benefits>

## 9.5 Voluntary Retirement Plans-Tax-Sheltered Annuity

Regular full-time faculty members are eligible for participation in the voluntary 403(b) and 457(b) retirement plans. The University matches the member’s contributions up to a maximum of 5% for the 403(b) plan not to exceed the IRS 401(a) salary cap limit. The salary cap only applies to employees hired on or after July 1, 1996. There are no University matching contributions under the 457(b) plan. Faculty member may elect to contribute on a tax-deferred basis subject to IRS annual limits. Such contributions will not be subject to federal or state income tax until they are received as benefits at retirement when the individual's applicable tax rate is generally lower. The option to reduce income under this plan does not change the base salary with regard to TRSA contributions, social security coverage, pay on contracts or summer school compensation. Participants also have the option to contribute to the plan through Roth (after tax) contributions. Roth contributions are also subject to the IRS contribution limits. Full details on all university-administered benefit programs may be obtained through various brochures and pamphlets available in the Office of Human Resources or the website <https://www.uah.edu/hr/benefits>.

The university participates with the other campuses of The University of Alabama System to provide members of the faculty and staff the best available benefits at the least possible cost. Programs are studied by the Employee Benefits Committee and are subject to approval by the president.

## 9.6 Compensation for Job-Related Injuries and Disabilities

The University of Alabama in Huntsville seeks to maintain as safe a workplace as possible by following all appropriate rules, regulations and guidelines for workplace safety. The University provides benefits for employees who are injured during the performance of official duties. The university requires an immediate and formal reporting of accidents and injuries sustained on the job. Such reporting should be made to the appropriate Dean or Vice President. The appropriate Dean or Vice President will interface with the Office of Risk Management to insure that appropriate investigations and procedures are followed. Occupational injury benefits are generally equivalent to those payable under the Alabama Workmen's Compensation statute, which can be found in detail on the State website; however, such payments may be reduced by the amount of health insurance benefits carried by or on behalf of the employee.

As a condition to the payment of health care costs and/or disability benefits, a claim must be filed by the employee and reviewed and approved by the university. Claim forms are available in the Office of Risk Management and should be filed with that office when completed. Such claims may be referred by the university to the State Board of Adjustment.

## 9.7 Tuition Assistance

Tuition grants can be made to all active and retired full-time, regular faculty and staff and to their spouses and dependent children under the age of 26. Dependents of deceased, full-time, faculty and staff are also eligible for tuition assistance. Under this program, the University provides payment for tuition for up to six credit hours per semester for employees. Dependents receive 50% tuition waiver whether one or more family members are employed. All fees, books and supplies are not covered and must be paid by the employee or dependent. In all cases, the courses under the tuition assistance program must be taken for credit.

Faculty members who wish to apply for tuition grants for themselves or their eligible dependents should make application on the UAH Human Resources website for each semester that classes are taken https://www.uah.edu/hr/benefits/work-life/tuition-assistance For faculty and students registering, the application form must be received by the date given on the Office of Human Resources website.

## 9.8 Travel Reimbursement

The university reimburses eligible faculty and staff members for approved travel according to university policies. Travel Policies and Academic Affairs Travel are covered under policies, updated to follow Federal and State regulations.

## 9.9 Board Recognition of Faculty and Staff

The Board of Trustees recognizes outstanding accomplishments or long periods of service by members of the faculty or staff by the adoption and implementation of the following forms of recognition.

A. Upon death or retirement of any dean, administrative official, or tenured faculty member, each of whom has served at least ten years in The University of Alabama System or of any other employee rendering exceptional service, a formal resolution of recognition and appreciation containing the individual's biographical information and accomplishments shall be presented to the Board for its consideration, with the recommendation of the applicable President and the Chancellor.

B. Upon notice of retirement of any employee who is not recognized in Section 9.9A and who has served at least ten years in The University of Alabama System, the Board on recommendation of the applicable President and the Chancellor, may award to the employee a certificate of citation. Presentation of the certificate shall be made by or on direction of the applicable President or the Chancellor.

C. Upon recommendation of the applicable President and the Chancellor, the Board may also recognize by appropriate resolution, either on termination of employment or at any other time, outstanding accomplishments or any members of the faculty or staff in teaching, research, or service.

## 9.10 Property Control Procedure

UAH permits the loan of its property to the faculty and staff for off-campus use, provided the budget unit head concurs and the use benefits the University. A standard formalized agreement is signed by the borrower and the budget unit head, identifies the property, its location, and reason for being on loan. The agreement is retained by the budget unit head and is made available to authorized personnel making property audits.

## 9.11 Unpaid Leave of Absence

Unpaid leaves of absence for faculty members may be granted for a period of one year or less for further study and other activities that tend to enhance professional capacities or stature. In unusual circumstances, unpaid leave may be extended for an additional year. All leaves must be approved by the appropriate Chair, by the Dean, and by the Provost. Where possible, a request for voluntary leave should be filed at least three months in advance.

## 9.12 Sabbatical Leave

Sabbatical leaves for tenured faculty are provided so that faculty members may devote a substantial period of time, at the University or elsewhere, to activities that contribute to their professional development. Sabbatical leaves are an investment in the University’s human capital stock and, as such, advance the teaching, research, and service missions of the University by helping to ensure that the knowledge base of the faculty remains at the cutting edge.

### 9.12.1 Eligibility and Terms of Leave

Only full-time tenured faculty are eligible for a sabbatical. Tenured faculty who are in administrative positions are not eligible for sabbatical leave. Faculty on sabbatical are considered to be on leave from UAH and have no duties except those activities related directly to their sabbatical proposal. A sabbatical may be granted for one or two semesters according to the following schedules:

Schedule 1. At the end of six or more years of full-time service since the faculty member’s appointment to a tenured or tenure-track faculty position or since the faculty member’s last sabbatical, a faculty member is eligible for (a) a one semester sabbatical at full salary, or (b) two semester sabbatical at one-half salary.

Schedule 2. At the end of eight or more years of full-time service since the faculty member’s appointment to a tenured or tenure-track faculty position or since the faculty member’s last sabbatical, a faculty member is eligible for (a) two semester sabbatical at two-thirds salary, or (b) one semester sabbatical at full salary. Sabbatical leaves for two semesters must be taken consecutively, either fall and spring semesters of the same academic year or spring semester of one academic year and fall semester of the subsequent academic year.

Faculty members who are asked by UAH to defer applying for a sabbatical or to delay taking an already approved sabbatical will not be penalized in terms of their eligibility for a subsequent sabbatical. For example, faculty members, who, because of these reasons, take a schedule 1 sabbatical in their eighth year (rather than their seventh) will be eligible for their next sabbatical after 13 years of permanent, full-time service. Academic and budgetary heads who request such deferrals or delays are asked to do so in writing and to send copies of the request to both the faculty member and the provost.

### 9.12.2 Application and Approval

It is the University’s policy to encourage faculty members to take sabbaticals when they become eligible to do so. However, department chairs, in consultation with the Dean, may ask faculty members to delay applying for sabbatical leaves for an academic semester or academic year (1) if teaching needs cannot be met, (2) if multiple individuals want to take their sabbatical leave during the same semester, (3) if it is a crucial accreditation year, and/or (4) if there are other credible reasons that affect the department. For departments with more than 10 tenure or tenure-track faculty it is recommend that not more than 10% of a department’s faculty be on sabbatical at any one time, in departments with less than 10 tenure or tenure-track faculty members, no more than one faculty member should be on sabbatical. However, approval is not automatic. An eligible faculty member is responsible for submitting a sabbatical application consisting of: (1) a Sabbatical Leave Application Form and (2) a sabbatical proposal (details available from the Office of the Provost) to their department chair (or equivalent) by December 15 of the academic year preceding the beginning of the requested leave. In the sabbatical proposal, the application shall provide a reasonably detailed plan of activities that will be pursued during the sabbatical and describe how the planned activities will enhance the applicant’s professional development in one or more of the following ways: (1) by enriching and expanding the faculty member’s understanding of their field(s), (2) by increasing the faculty member’s effectiveness as a teacher, and/or (3) by providing the faculty member with time to devote to significant scholarly and/or creative projects. The applications for sabbatical leave must also include results from the previous sabbatical, specifically explaining the work that was planned for the previous sabbatical, the work accomplished during the sabbatical, and the impact of the sabbatical on the faculty member’s performance during the last six years.

By January 15, the chair will forward the sabbatical application, along with a written recommendation to the applicant's dean for review, and shall provide the applicant with a copy of the chair’s recommendation. By February 1, the dean will forward the application and chair's recommendation, along with a written recommendation, to the Provost. When completed, a copy of the dean's recommendation will be sent to the applicant.

The final decision on whether the sabbatical is granted rests with the provost, who shall make one of the following decisions:

1. Approval of the sabbatical proposal for the time period requested by the faculty member.

2. Approval of the sabbatical proposal, with a deferral of the starting date.

3. Denial of the request of the sabbatical

 The Provost will inform the candidate of the decision by February 15.

Maintaining and enhancing faculty knowledge and skills are essential to the research and teaching missions of the University. For this reason, a sabbatical proposal shall be approved if the activities proposed by the faculty member are feasible; if the faculty member who has had a previous sabbatical has shown that the previous sabbatical was productive and positively affected their work; and if the proposed activities can reasonably be ex­pected to enhance the faculty member’s professional development in one or more of the three ways described above. Sabbatical proposals shall not be denied due to ﬁnancial or stafﬁng constraints, but may be deferred for ﬁnancial or stafﬁng constraints. In general, if a University’s faculty is intellectually active, it is reasonable to expect that approximately one-sixth of the tenured faculty will be on sabbatical during any given academic year; restrictions on the number of faculty members in a unit who may be on sabbatical at the same time should be consistent with this expectation. During a given academic semester, no more than one tenth (or one person, whichever is greater) of the faculty within a unit should be on sabbatical. Except in unusual circumstances, deferrals shall not be for more than one academic year.

In cases where the proposed sabbatical is denied, the Provost shall give the faculty member a written explanation of the reasons for the denial; copies of this explanation shall be provided to the faculty member’s department chair and dean. This explanation shall explicitly state why the faculty member’s proposed sabbatical activities do not meet the criteria of feasibility and/or of contributing to the faculty member’s professional development. Because of the importance of sabbaticals to faculty development, in such cases, the department chair shall work with the faculty member to help develop a proposal that meets these criteria for submission in a future year.

### 9.12.3 Benefits During Sabbaticals

While on sabbatical, premium deductions for all benefits will continue as if the faculty member were at full salary. This means that those benefits matched by the University continue to be matched, and those benefits paid by the University continue to be fully paid (e.g., life/accidental death insurance, long-term disability benefits).

The voluntary 403(b) retirement plan will continue at the same rate as chosen by the faculty member prior to the sabbatical. For example, a five-percent faculty contribution would be applied to a reduced sabbatical salary, as would the University’s matching percentage.

Benefits from the Teacher's Retirement System of Alabama are affected as follows: Faculty members who take two semesters of sabbatical at half or two-thirds of their normal academic year salary receive prorated salary and/or service credit for their time on sabbatical. Faculty members interested in knowing exactly how their benefits accrue while on sabbatical should meet with a representative of the Office of Employee Benefits and/or the Teachers Retirement System of Alabama. Faculty on sabbatical are eligible for salary increases and promotion as they would be were they not on sabbatical.

### 9.12.4 Compensation During Sabbaticals from Sources Other than UAH

During a sabbatical, a faculty member may receive income from sources other than the University to supplement salary from the University and to cover sabbatical travel costs and/or a higher cost of living at the location(s) where the sabbatical is taken. These sources include, but are not limited to remuneration for teaching part time at another University or being partially paid by a scholarly research center at which the faculty member is taking the sabbatical. The income that a faculty member receives from sources other than the University while on sabbatical must be approved by the faculty member’s department chair, dean and provost.

Because the reason for a sabbatical is professional development, not augmentation of income, consulting and other professional activities while on sabbatical are governed by the same regulations as those applicable to faculty not on sabbatical.

### 9.12.5 Other Requirements and Reporting

Recipients of paid sabbaticals are required either to return to the service of the University for a period equal to the sabbatical period or to reimburse the University for all salary received from the University while on sabbatical. Not later than 60 of the next academic semester following return from a sabbatical, the recipient must submit a report summarizing the activities performed during the sabbatical and the achievements accomplished. The report should be submitted and forwarded through the same channels as the original application for sabbatical.

While on sabbatical, faculty remain bound by all rules and regulations of the University. During the sabbatical period, faculty members retain their rights to participate and vote in faculty matters as if they were not on sabbatical, provided they are available or can be reached in a reasonable period of time. Faculty members on sabbatical are discouraged, however, from service activities and from involvement in routine activities of their unit. Administrators and committee chairs are discouraged from requesting service from faculty members on sabbatical.

## 9.13 Medical and Emergency Leave

Faculty members on calendar year appointments earn nine (9) days of sick leave per year and three days of personal leave for twelve-month appointment. Faculty members with calendar year appointments of less than 12 months earn prorated sick and personnel leave benefits. In the case of a change from a twelve-month appointment to an academic year (9-month) appointment, any unused sick leave will be retained and reinstated upon the eventual return to a twelve-month appointment, or retained for retirement credit with the State Teachers' Retirement System.

Faculty members on an academic year appointment do not earn sick leave.

An academic department, and its faculty, is the primary functioning academic unit of the University. The chair, dean, and provost have an obligation to ensure that there is minimal academic impact in a department due to the illness of a faculty member. Additionally, due to the investment that the University has already made in a faculty member, the University should take appropriate steps to return the faculty member to full capabilities. Faculty with an illness that is established by a physician or appropriate healthcare professional may wish to consult with the department chair and/or dean regarding potential substitute faculty to cover their responsibilities during absences due to their illness. Upon receiving appropriate documentation of the illness from the faculty member’s physician or healthcare professional, the chair in consultation with the approval of the dean and the concurrence of the Provost should grant leave and pay for the remainder of the semester in which the illness occurs. In cases where a faculty member will not be able to return to active service as established by a physician or an appropriate healthcare professional, sick leave with pay or modified duties may be granted up to six months with the approval of the Provost in consultation with the dean and department chair. All approving parties will equitably and fairly apply the decisions regarding providing assistance and pay during the faculty member’s illness.

The University recognizes its obligation under state and federal law, including, but not limited to the Americans with Disabilities Act (ADA), the Americans with Disabilities Amendments Act (ADDA), the Rehabilitation Act of 1973 (RA), the Family and Medical Leave Act (FMLA), the Genetic Information Nondiscrimination Act, the Health Insurance Portability and Accountability Act (HIPPA).

**9.13.1. Family and Medical Act Leave and Uniformed Service Leave**

The University is committed to complying with the provisions of the FMLA and with all federal and state statutes regulating leave and re-employment rights of employees who are absent from work for the purpose of voluntary or involuntary duty in the uniformed services. The information below may be subject to change pursuant to changes in the applicable law.

The FMLA entitles employees to take up to 12 weeks of job-protected, unpaid leave during any 12-month period for the following reasons:

1) birth and care of the eligible employee's child, or placement for adoption or foster care of a child with the employee;

2) care of an immediate family member (spouse, child, parent) who has a serious health condition; or

3) care of the employee's own serious health condition.

Additionally, eligible employees may take FMLA qualifying exigency leave ‘‘[b]ecause of any *qualifying exigency* (as the Secretary [of Labor] shall, by regulation, determine) arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notiﬁed of an impending call or order to active duty) in the Armed Forces in support of a contingency operation’’ (Defense Authorization Act for FY 2008 (NDAA), Section 585(a)).

The NDAA also provides that an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member is entitled to *military care-giver leave* of up to 26 weeks of leave during a [single] 12-­month period to care for the service member.

Under the National Defense Authorization Act for Fiscal Year 2010, eligible employees may also take *qualifying exigency leave* for service on active duty in any regular component of the Armed Forces who are deployed in a foreign country; eligible employees may take *military caregiver leave* for a covered family member undergoing treatment for, or recuperating from, a serious injury or illness incurred in the line of duty while on active duty; and eligible employees may take leave to care for any former member of the Armed Forces, National Guard or Reserves during the ﬁrst ﬁve years following his or her discharge from uniformed service if the veteran is undergoing treatment for, or is recuperating from, a serious injury or illness incurred in the line of duty while on active duty.

Faculty members who are called up for "uniformed service duty" shall be granted leave in ac­cordance with the provisions of the Uniformed Services Employment and Reemployment Rights Act (USERRA), as well as any other federal or state statutes regulating leaves and reem­ployment rights of employees in the uniformed services. The uniformed services include duty in the Army, Navy, Marine Corps, Air Force, Coast Guard, and Public Health Service commis­sioned corps, as well as the reserve components of each of these services; federal training or service in the Army National Guard and Air National Guard; active duty, active duty for training, inactive duty training (such as drills), initial active duty training, and funeral honors duty per­formed by National Guard and reserve members, as well as the period for which a person is absent from a position of employment for the purpose of an examination to determine ﬁtness to perform any such duty. Under the Public Health Security and Bioterrorism Response Act of 2002, certain disaster response work (and authorized training for such work) is consid­ered "service in the uniformed services”.

FMLA leave is unpaid, but in accordance with the FMLA, the University shall continue to pay its share of the employee's group health beneﬁts during the leave. A faculty member seeking to take such leave must complete an “FMLA Request for Leave Form” and provide certiﬁcation of eligibility for leave. For details, faculty members should contact Human Resources.

The **Uniformed Services Employment** and Reemployment Rights Act  (USERRA) leave is unpaid, except that under state law employees are entitled to receive full pay for the first twenty-one working days of absence on military leave in each calendar year. Employees should consult with Human Resources regarding their eligibility to continue group health insurance beneﬁts while on USERRA leave.

Faculty members, who are on 12- month appointments, taking paid sick leave that also qualify for FMLA leave are deemed to be on FMLA leave. FMLA runs concurrently with paid leave time. Such employees will not qualify for an additional 12 weeks of unpaid FMLA leave during the same 12-month period as the paid sick leave or the paid parental leave.

## 9.13.2 Family Medical or Emergency Leave (Maternity Leave)

The conditions and duration of compensation for short-term leaves for pregnancy, childbirth, or family emergencies involving spouse, parents, or children are analogous to those for leaves granted for temporary disability or personal emergencies. The timing and duration of absence in such cases are determined by individual circumstances. Compensation during short-term leaves of absence for childbearing or the serious illness of a family member must be consistent with the sick leave benefit and the Family and Medical Leave Act. All leaves of absence must run concurrently with the Family and Medical Leave Act, if applicable.

**9.13.3. Modified Duties for Faculty**

The Modified Duties for Faculty Policy 02.01.62 provides full-time faculty with some relief from academic duties to give the faculty member the opportunity to respond to anticipated or unanticipated life events or situations when needed. Faculty are eligible for Modified Duties based on the criteria in Section 9.13.1. Full-time faculty members are eligible for a modified duties semester which may occur during the fall or spring semester of an academic year. Modified Duties should be invoked to minimize disruption to the Department/College/University and to the faculty member and their family. During the modified duties’ semester, the faculty member is expected to fulfill student research, advising and, other research responsibilities. The use of the modified duties polices 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 modified duties period. All full-time tenured, tenure-track, clinical or research faculty members are eligible for modified duties with eligibility beginning on date of hire. Applications for Modified Duties for Faculty are through the Department Chair, Dean, and Provost. If an application for duties is turned-down the Faculty member may appeal to the President. Care should be taken during the application process that the stipulations of the Family Leave Medical Act and HIPAA are not violated. The Modified Duties Policy 02.01.62 can be found at https://www.uah.edu/policies

**9.13.4. Extension of the Tenure Clock**

Tenure-track faculty are eligible for Extension of the Tenure Clock Policy 02.01.63 based on the criteria in Section 9.13.1. The Extension of the Tenure Clock provides flexibility for tenure-track faculty members and acknowledges that anticipated or unanticipated life events may hinder faculty members from fully demonstrating their professional qualifications for tenure within the normal probationary period. Full-time tenure-track faculty members are eligible for an extension of the maximum probationary period of up to two years. The maximum probationary period may not exceed eight years**.** All full-time tenure-track faculty members who have been reappointed for the following year are eligible. Eligibility begins on date of hire. Applications for Extension of the Tenure Clock are through the Department Chair, Dean, and Provost. If an application for an Extension of the Tenure Clock is turned-down the Faculty member may appeal to the President. Care should be taken during the application process that the stipulations of the Family Leave Medical Act and HIPPA are not violated. The Extension of the Tenure Clock Policy 02.01.63 can be found at https://www.uah.edu/policies

## 9.14 Vacation Leave

Faculty members on twelve-month calendar year appointments are entitled to twenty-two (22) days of vacation with pay per year, based on an accrual rate of 6.77 hours per biweekly pay period. Faculty members with calendar year appointments of less than 12 months earn prorated vacation leave benefits. The maximum number of vacation leave days that may be carried forward into the next employment year is the number of days earned in one year. Accrued vacation days in excess of maximum accrual at the beginning of an employment year are converted to sick leave on October 1. There is no payment for accumulated vacation time, except in the case of a terminating faculty member who is serving in a 12-month appointment at the time of termination. Upon such termination, a twelve-month appointee will be paid for unused accumulated vacation, not to exceed the number of days earned in one year.

In the case of a change from a 12-month appointment to an academic year appointment, any unused vacation leave will be transferred to the sick leave balance to be retained and reinstated upon the eventual return to a 12-month appointment, or retained for retirement credit with the State Teachers' Retirement System. Faculty members on an academic year appointment do not accrue vacation or sick leave.

## 9.15 Holidays

The holiday vacation schedule will be published as a part of the University Calendar. The University Calendar generally follows State Law; the President may grant some additional vacation days.

9.16 Liability Insurance

The University of Alabama System maintains a liability protection program, which provides coverage for University employees when a claim is made against them, or a lawsuit is filed seeking damages arising out of an incident, which occurred while the employee was acting within the course and scope of their employment. Coverage applies to defense costs as well as judgements or settlements. Claims arising out of certain activities, such as intentional wrongdoing and criminal acts, are not covered by the program.

A University employee who becomes aware of an incident that may result in a claim/lawsuit or who receives notice of a claim or lawsuit should contact the Office of Counsel without delay.

## 9.17 University Resources of Interest to the Faculty

UAH provides many services and facilities to assist faculty in their professional pursuits and in their personal development. A few of the more important services and facilities are described in the following paragraphs.

**9.17.1. Library Services**

The M. Louis Salmon Library serves the University campus community with information access and research support. Faculty can borrow books and can use most electronic resources, in­cluding electronic journals and databases, from anywhere on or off campus. The library website is a gateway to all of the library’s resources, providing access to records of print and elec­tronic materials as well as online forms and information about a variety of services.

*9.17.1.1. Services Available to Faculty*

The descriptions below are intended only as a general overview. Readers should see the Salmon Library Policies for more detailed information concerning account privileges for faculty and graduate students.

*9.17.1.2. Borrowing books and other materials*

A faculty member can check out materials at the User Services desk in the Library, using their Charger Card I.D., issued by the University. The Library User Record remains active for the duration of employment with the university. A faculty member can view their Library Account using the link on the Salmon Library website.

*9.17.1.3.. Reserving materials for course use*

Guidelines for reserving materials for class use as well as submission forms for books, and videos are available under the Patron Services menu on the library’s website. The User Services Desk in the library can be contacted for answers to speciﬁc questions (256-824-6530).

*9.17.1.4.. Course speciﬁc subject guides*

The library can create custom online library subject guides for speciﬁc courses. These guides can present in one place all of the library resources pertinent to a speciﬁc class or subject matter.

*9.17.1.5. Document Delivery*

The Document Delivery and interlibrary loan service obtains books, dissertations, journal arti­cles, reports, and other materials not available on campus. Information about interlibrary loan policies can be found on the library website under the Departments menu, and the website also contains a quick link to the online portal for interlibrary loan.

*9.17.1.6. 15. Reference/Research Assistance*

Librarians at the Research Help Desk offer general and specialized assistance in the use of elec­tronic and print sources and document retrieval. In addition to working with faculty at the Research Help Desk, reference librarians also assist users via telephone, email, online, and IM chat.

*9.17.1.7. Instructional Services and Resources for Classes and Labs*

Librarians offer a range of services to faculty and their students, including information literacy and research workshops, preparation of course-related library subject guides, creation of subject specific online tutorials, and more. The library’s website also offers specific tools that faculty, instructors, and graduate teaching assistants can use to request an information literacy session tailored to their students’ needs.

The Multimedia Lab offers audiovisual equipment such as cameras and microphones that are available for faculty, staff, and students to checkout; the lab also offers computers with editing software and a green screen recording studio. The Makerspace has 3D printers and a poster printer. Printing fees depend on job size. Additional information can be found under the Patron Services menu on the library website.

*9.17.1.8*. *Special Collections and Archives*

Special Collections and Archives collects, organizes, preserves, and makes accessible materials of enduring value that support the research strengths of the University. The University Archives houses materials, which document the history of the University of Alabama in Huntsville. Special Collections focus on the following areas: the history of aerospace, flight, and space, science fiction literature, local and regional politics, and the history and culture of Alabama’s Tennessee River Valley. Special Collections seeks to be one of the nation’s preeminent locations for space history research. Special Collections faculty and staff offer in person, email, and phone reference services to faculty, students, and community members.

### 9.17.2 Bookstore

The University Bookstore, located in the Charger Union, is a full-service college bookstore operating for the needs and convenience of the UAH community and offers a discount on book purchases by the faculty. The University Bookstore provides a variety of services to UAH faculty and staff members.

### 9.17.3 Intercampus Interactive Telecommunication System

The Intercampus Interactive Telecommunication System (IITS) offers expanded opportunities to meet and teach within The University of Alabama System. IITS is a communications vehicle consisting of electronically-linked conference rooms located at UA, UAB, UAH, and other sites. Each campus has a telecommunications room equipped with cameras, video monitors, microphones, fax machines and other equipment necessary for interactive sessions. Anyone using this system can offer two-way interactive classes or meetings among all sites. Participants can see, hear, and speak to individuals at each site. Video tapes, slides, overheads, and other visual aids may be employed as needed to enhance a presentation. Although courses taught on the IITS have priority use of the system, meetings may be scheduled as time is available.

### 9.17.4 Credit Union

The Alabama Credit Union is a cooperative savings and loan facility owned and operated by its members. Membership is open to all employees of the university through the purchase of shares. Loans are made to members for all types of consumer needs, with net earnings from loans distributed to members in the form of dividends. The Credit Union is a full service, consumer-oriented financial institution. Branch locations and further information regarding the Alabama Credit Union can be found on their website or visiting the campus branch.

Redstone Federal Credit Union is a federally chartered credit union based in Huntsville. RFCU is Alabama’s largest credit union and is regulated and insured through the National Credit Union Administration. RFCU operates 24 branches across North Alabama and Central Tennessee.
RFCU has more than 400,000 members and $4.4 billion in assets. RFCU is ranked the 21st largest federal credit union in the United States by assets and 17th by membership. A RFCU branch is located in the Charger Union.

### 9.17.5 Athletic Facilities

The University has several Athletic Facilities, primarily, but not limited to Spragins Hall and the University Fitness Center. Faculty members are admitted to athletic facilities by presenting their UAH ID card. Family members may also use the facilities. There is a usage fee for persons who do not have an ID card.

### 9.17.6 University Early Learning Center

The UAH Early Learning Center is a high-quality program that provides services that benefit the whole child. The UAH Early Learning Center provides the highest quality of early childhood education services to children 9-months up to 6-years of age, giving them a firm foundation for their next educational experience. Children are grouped according to their age and individual needs in an integrated environment. The learning environment is designed to promote and allow for multidimensional growth: socially, cognitively, physically, and emotionally.

The UAH Early Learning Center is comprised of Rise Model Classrooms, PALS Classroom, Traditional Pre-K School Classroom and Head Start Classrooms. The UAH Rise Model Classrooms maintain approximately a 50:50 ratio of children with and without special needs, creating the optimum learning culture for all young children. The success of this ratio is well documented and Rise Classrooms are considered a natural learning environment for all young children.

The UAH Early Learning Center provides year-round services, with some scheduled breaks. The UAH Early Learning Center aligns its calendar as closely as possible with the calendars of both the local school systems and UAH. The hours of operation are Monday through Friday from 8:00 am to 2:30 pm. Before-School Care and After-School Care (until 5:30) is offered for an additional monthly fee.

9.17.7 Faculty Staff Clinic

The clinic, a division of the College of Nursing, provides all full-time and part-time Faculty and Staff with selected, on-site, high-quality health care. The clinic provides services that supplement, but do not replace, the services provided by the employee’s primary health care provider. A nominal fee is charged.