

November 1, 2014

To: UMBC Full-Time Instructional Faculty

From: Philip J. Rous, Provost and Senior Vice President for Academic Affairs

Re: Flexible Work Arrangements for Faculty

As faculty members progress through their careers, flexible work arrangements can support the faculty member's personal and professional goals and also serve the University's broader interests. The purpose of this letter is to remind the community of options that are available to faculty members should they desire to pursue flexible work arrangements. For example, the University offers faculty members the options of requesting leave without pay or partial leave with partial pay.

The option of partial leave with partial pay allows eligible faculty members to request reduced duties with an associated decrease in salary. The most common form of this option is a one-half time leave, or reduction in appointment, in which the faculty member assumes duties that represents one-half time of the normal workload with a corresponding decrease in salary and some benefits. Health benefits remain in force when faculty members are at least one-half time active status. The accrual of retirement benefits is based on level of full-time equivalent effort and salary, and can be determined in consultation with Human Resources prior to any change in status. Faculty members may wish to use this option so they can address a variety of personal issues or to consider alternative approaches to their work and lifestyle. An eligible faculty member may also request terminal leave as part of a phased retirement agreement in which, after a fixed number of years of one half time leave, the faculty member retires from regular employment. Other flexible arrangements are possible.

The Vice Provost for Faculty Affairs, with participation from the Human Resources Department, will be holding an upcoming workshop on these topics on Wednesday, November 12 from 12:00 pm to 1:00 pm in Commons 331. Please contact your Department Chair and Dean if you are interested in this workshop or have any other questions regarding these matters.

Cc: Department Chairs
Council of Deans