



STOP THE TENURE CLOCK

The university recognizes the value of providing flexibility during the probationary period for tenure-track faculty due to childbirth, child rearing or adoption and other exceptional life circumstances. A faculty member may extend her or his probationary period more than once, not to exceed two years in total. Any extension has no impact on the normal pre-tenure reappointment, and evaluation process and timetable. Faculty members are not required to take a leave of absence to stop the tenure clock.

When preparing the tenure document, individuals who have stopped the tenure clock should include work from the start of their tenure/probationary period rather than only the work from the last five years.

Grants and Work/Life Balance

Some external grants, such as those from the National Science Foundation, include policies that promote work-life balance, such as no-cost project extensions. For more information about eligibility for no-cost extensions, contact the Office of Research and Sponsored Programs at 207.581.1484.



“You shouldn’t be penalized or lose a chance to advance in your career because you are taking care of a new child or a mom or dad who’s gotten sick. We all know that when you take steps to make life easier for working parents, it’s a win for everyone.”

First Lady Michelle Obama



5717 Corbett Hall
Orono, ME 04469-5717
207.581.1581

hr-um@maine.edu

The University of Maine does not discriminate on the grounds of race, color, religion, sex, sexual orientation, including transgender status and gender expression, national origin, citizenship status, age, disability, genetic information or veteran status in employment, education, and all other programs and activities. The following person has been designated to handle inquiries regarding nondiscrimination policies: Director, Office of Equal Opportunity, 101 North Stevens Hall, 207.581.1226.



WORK/LIFE RESOURCES

A guide to family-friendly policies for
University of Maine faculty

umaine.edu/hr



WORK/LIFE RESOURCES

A summary of family-friendly policies for University of Maine faculty

The University of Maine is committed to helping faculty find balance in their work and in their lives. Whether it's a longer tenure clock, a break from teaching, changes in a grant timeline, leaves or other policies, the university seeks to sustain work-family balance.

To help employees find balance, the university fosters a culture that supports faculty when they need extra time. Our benefits programs help faculty members, their departments and the University of Maine move forward together. Questions about these policies can be directed to Human Resources at 207.581.1581.

A Break from Teaching

The university has an Alternatives to Teaching Policy for faculty who have had a new child come into their lives. The alternative assignment may substitute for the faculty member's partial or full teaching load.

Tenure-track and tenured academic-year faculty who have substantial responsibility for the care of a newborn or newly adopted child may request an alternative work assignment for one semester or for the balance of the semester in which the birth or adoption occurs. The alternative assignment may begin three months before the birth or adoption, but must conclude within 12 months of the birth or adoption.

Before using this benefit, faculty should develop a plan with their department chair or director. In some circumstances, units may receive assistance in covering the faculty member's teaching responsibilities, including financial support from the Provost's Office.

Child Care

The university operates child care facilities for infants and preschool children, and cares for children 5 years old or younger in its child study programs. For more information, visit umaine.edu/childrencenter, or review a list of certified off-campus care providers at umaine.edu/cntsp/childcare.

Lactation Space for Nursing Mothers

The university is committed to assisting nursing mothers in the workplace. While a conveniently located lactation room furnished with couches, a refrigerator and children's toys is available in the Memorial Union, the university will work with employees to identify private rooms in other campus buildings that may be used for lactation. For more information, call Human Resources at 207.581.1581.

Partner Accommodation

The university recognizes that supporting the employment goals of the spouses and partners of job finalists and employees can be essential to fostering faculty satisfaction. In addition to the university's Partner Accommodation Policy, Shared Appointment Policy, and Faculty Partner Accommodation Program, the Office of Human Resources provides assistance to the employment-seeking spouses and partners of job finalists and employees in the following areas:

- Navigating the application process at UMaine;
- Finding information about posted UMaine vacancies;
- Informal networking support for exploring potential campus employment opportunities.

In addition, Maine Career Connect is available to help newly relocated professionals and their families assimilate by providing focused dual-career support, and family and cultural transition resources. Services range from finding swimming lessons to special needs resources for children, to finding a veterinarian, realtor, bank, health food store, or doctor for adults. A Maine Career Connect coordinator is on call to address each family's specific needs to make their move stress-free and to offer networking opportunities that can lead to professional employment. Call Human Resources at 207.581.1581 and find more information at mainecareerconnect.org.

Leaves

A variety of leave options exist to help employees balance their work and family responsibilities. Academic-year faculty who need leave following the birth or adoption of a child, to care for a sick family member or to fulfill other family responsibilities may be eligible for Family and Medical Leave. While FML is unpaid, faculty may be able use accrued sick days or disability benefits to continue their income. Benefit coverage continues with no additional cost to the employee while on paid leave. During an unpaid leave of absence that qualifies as a family medical leave, health and dental insurance coverage continue on the same terms as during active employment, with the university and the employee each paying the customary share of premiums. For more information about leave options or continuing your pay while on leave, contact Human Resources at 207.581.1581.

Employee Assistance Program

The Employee Assistance Program is a strictly confidential resource for UMaine employees and their household members seeking to resolve personal or work-related concerns. CIGNA staffs a telephone helpline around the clock to assist employees and dependents with referrals to qualified local providers who offer up to six free counseling sessions per issue, per year. Other services include crisis intervention, web chats, free 30-minute legal and financial consultations, and a variety of online materials covering topics from parenting and adoption to elder care and identity theft.

Call CIGNA 24 hours a day or login at cignabehavioral.com using the Employer ID "ums" to find resources and support for you and the other members of your household who might need a little extra help.

Cigna Employee Assistance
Toll Free: 877.622.4327

