

Contractual Obligations, Vacations, and Time-Off 12-month (33-LU) Faculty Contracts

Background

Faculty members on 12-month contracts are expected to follow the same attendance and absence guidelines listed in the *COE Handbook* for all full-time faculty (see Section 6A, page 29-32). However, the 12-month faculty contract is complicated by the fact that these faculty are teaching and/or have other loading obligations during both the traditional undergraduate academic year and the summer months. This contract makes their work calendar similar to that of a full-time administrator. Therefore, faculty members on 12-month contracts need identified times when they can reasonably take vacation or otherwise be away from work.

Current Faculty Breaks

Faculty members on 12-month contracts are off from work on all university holidays and faculty contractual breaks. Days highlighted in bold are university holidays that are also given to full-time administrators. As seen below, faculty members on 12-month contracts have access to approximately 4 weeks of time off in addition to the days off for full-time administrators. Because these additional specific days may not be feasible to take off (particularly for program directors), faculty may need to work on one or more of these days and then have alternative days off. (See below options.)

- **MLK Jr. Day** (1 day)
- Spring break (1 week; grades for early spring due on Thursday)
- **Easter break** (2 days; *administrators have one day*)
- Monday and Tuesday of one-week early summer break (Includes May Development Events, 2 days)
- **Memorial Day** (1 day)
- **Juneteenth** (1 day)
- Summer break (*except for those teaching 8-week early summer courses), (1 week)
- **July 4th** (1 day; may be included in summer break)
- Late summer break (One week that includes New Educator Orientation, Community Day, and COE Retreat, 2 days)
- Fall break (1 week; grades for early fall due on Thursday; *administrators have 1 day*)
- **Thanksgiving break** (3 days; *administrators have 2 days*)
- **Winter closing** (7-8 days; grades may be due upon return)
- Winter break (3-8 days)

Options for 12-month faculty time off

1. Faculty members on 12-month contracts can expect to have 20 days away from work per year in addition to official university closures (in bold above). Depending on

the nature of the faculty member's role and their own preferences, they may take these days during the faculty days off noted above or at other times as described below, or some combination of the two to result in 20 days away from work per year.

2. As indicated above, there are full week breaks between parts of a term, some of which can be used as vacation days/week. Some of these weeks include a grading deadline. Faculty wishing to take those weeks off would still need to submit grades by the deadline.
3. In collaboration with their program directors, faculty on 12-month contracts may be able to schedule their teaching loads so that they have at least one part of term off from scheduled teaching per year. During this part of term, faculty would be expected to respond to email and other communications, be available for institutional service including meetings, and otherwise complete aspects of their role. However, with advance notice to their supervisor and to any colleagues who would be affected by their absence (e.g., committee chair), faculty could take some time off (typically no more than one week at a time) during the part of term in which they are not teaching. Alternatively, this time off from teaching may allow for greater emphasis on institutional service or scholarship.

Faculty Accessibility During Time Off

During official university closures and the faculty member's vacation days, the faculty member is not expected to respond to routine email or other communication requests. Exceptions may be needed for time-sensitive communications from their own academic advisees or prospective students. Out of courtesy to colleagues, and current and prospective students, faculty members should provide information about when they will be available to respond to non-urgent communications.

Expectations for Attendance at University Events

All faculty are expected to attend COE Retreat in August, In-Service Days in fall and spring, graduate or undergraduate May Development Week events, and their respective commencement ceremony (GR or UG). Vacations and other discretionary activities should not be scheduled during these dates.