

Office of the Provost

University of Maryland, Baltimore County
1000 Hilltop Circle
Baltimore, Maryland 21250

PHONE: 410-455-2333

FAX: 410-455-1107

VOICE/TTY: 410-455-3233

WEB: www.umbc.edu/

Date: April 2, 2009

To: Members of the Full-time Faculty

From: Elliot Hirshman, Provost and Senior Vice President for Academic Affairs
Valerie Thomas, Associate Vice President for Human Resources
Marilyn Demorest, Vice Provost for Faculty Affairs
Warren DeVries, Dean, College of Engineering & Information Technology
John Jeffries, Dean, College of Arts, Humanities & Social Sciences
Philip Rous, Interim Dean, College of Natural and Mathematical Sciences

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 ½ time leave, or reduction in appointment, in which the faculty member assumes duties that represents ½ of a normal workload with a corresponding decrease in salary and some benefits. Health benefits remain in force when faculty members are at least ½ 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. In this context, faculty members may request multiple years of ½ time leave as part of a phased retirement agreement in which, after a fixed number of years, the faculty member retires from regular employment. Other flexible arrangements are possible.

The Office of Human Resources and the Vice Provost for Faculty Affairs will be scheduling an upcoming workshop on these topics. Please contact your Department Chair and Dean if you are interested in this workshop or have other questions regarding these matters.

Cc: Department Chairs
Council of Deans