

EASTERN KENTUCKY UNIVERSITY

Proposed Policies and Procedures for Faculty Job-Sharing

Eastern Kentucky University (EKU) is committed to the fullest use of available professional expertise while allowing opportunities for faculty to request diverse appointments, such as job sharing, as long as the appointments are consistent with professional policies, Affirmative Action guidelines, and the appropriate needs of an academic unit. The concept of shared appointments between two (2) faculty members with similar professional expertise has been widely adopted in colleges and universities across this country. A similar arrangement is deemed appropriate at Eastern Kentucky University to provide professional opportunities for two (2) faculty members interested in sharing one faculty position (1 FTE) to further enhance the instructional and advising expertise available to students.

The University recognizes that the establishment of shared appointments is not an entitlement but an opportunity which can be offered, (1) at the time of hire, or (2) requested by a faculty member occupying the full faculty position, and then approved by the department head, the college dean, and the Provost and Vice-President for Academic Affairs.

Examples of such job sharing might be:

1. Two tenured faculty who occupy two (2) full-time positions (2 FTE) in a department request to share one faculty position (splitting the position on a determined percentage) on a permanent or continuing basis and therefore vacate 1 FTE position.
2. Two (2) prospective faculty members apply for 1 FTE tenure track position as a shared position on a permanent or continuing basis (the percentage for each determined at time of appointment).
3. One (1) tenure-track or tenured faculty member (1 FTE) requests to share his/her appointment by working a determined percentage of 1 FTE position on a continuing basis, leaving the remainder of the position vacant to be filled by a new faculty member on a continuing or permanent basis.
4. One tenure-track or tenured faculty member (1 FTE) requests to work a percentage such as 50% of the appointment for a mutually agreed upon number of semesters or years (such as 1-3 years) and a new faculty member will be recruited as a Visiting Instructor or Professor for the term of the shared appointment. At the end of the agreed upon term, the tenure-track or tenured faculty member will return to a full-time appointment, or whatever type of appointment was agreed upon when the shared appointment was approved.

All faculty members who are in shared positions are eligible for all faculty benefits as stated in the Faculty/Staff Handbook on a basis proportional to their appointment. For clarification, the following are guidelines, procedures and expectations of shared appointments:

1. Faculty members seeking a shared appointment must have their request and credentials evaluated and a recommendation made by the faculty and chair of the department according to the needs and requirements of the department.
2. Faculty members receiving a shared appointment will receive letters of appointment (i.e. contracts) at the beginning of the shared appointment stating the terms of their shared appointment.
3. In a shared appointment, the faculty members together are expected to fulfill the stated requirements of the position as it was originally intended for one faculty member (1 FTE).
4. Evaluations of teaching, research, and service will be conducted on a basis consistent with the percentage of each faculty member's respective appointment.
5. The two (2) faculty members occupying a shared appointment shall be assigned a full-time teaching load or its equivalent as approved by the department during the regular academic year.
6. No faculty member in a shared position shall be permitted to be employed outside the University in a full-time position during the regular academic year.
7. Faculty members in a shared appointment shall be assigned service responsibilities in proportion to their respective appointments equivalent to the total amount expected of 1 FTE faculty member.
8. Faculty members in a shared appointment will be available for advising in proportion to the percentage of their respective appointments and according to departmental, college, and university policies.
9. Faculty members in a shared appointment shall be provided with available office space, supplies, and equipment.
10. The University will make available to the shared position (1 FTE) annual funding for professional travel for each faculty member in proportion to that faculty member's percentage of appointment.

11. Faculty members in a shared appointment will be eligible for faculty grants, faculty development funds, released time for research (on a proportional basis), improvement of instruction funds, and all other faculty development opportunities available to full-time faculty members.
12. Faculty/staff scholarships will be shared proportionally by faculty members in the shared position (1 FTE).
13. Each faculty member in a shared appointment (1 FTE) who has completed fourteen(14) semesters of service at the University is eligible to apply for a sabbatical leave in proportion to that faculty member's percentage of appointment.
14. Each faculty member sharing an appointment shall have full voting rights as a faculty member.
15. The actual annual salary that the faculty members receive will be their base salary multiplied by the appropriate percentage of the position that they are sharing.
 - (a) If two tenured faculty who occupy two full-time positions (2 FTE) in a department request to share one faculty position (1 FTE), their base salaries will be their current ECU salaries.
 - (b) If two (2) prospective faculty members apply for 1 FTE tenure track position as a shared position, the base salaries of each faculty member shall be determined by rank, years of service, and other appropriate comparative measures as used for full-time faculty.
16. Each year, the base salary of each faculty member will be adjusted based on his/her merit pay award, cost of living increase, and any promotions or other salary adjustments that s/he receives. After all appropriate adjustments are made, the actual annual salary that the faculty member will receive in the next academic year will be his/her base salary multiplied by the appropriate percentage of the position being shared.
17. The University currently provides to each permanent full-time employee a standard health care benefit which covers the cost of a single health insurance policy. For a faculty member in a shared position, the University will contribute an amount to the single insurance policy in proportion to that faculty member's percentage of appointment. The employee will pay for any remaining cost of the University health care plan of his/her choosing.

18. Retirement benefits will be paid by the University for each of the two (2) faculty members sharing a position (1 FTE) in proportion to each of their salaries.
 - (a) For faculty presently employed at ECU who are moving from a full-time position (1 FTE) to a shared position, and who are currently members of the Kentucky Teachers' Retirement System (KTRS), the University will no longer be able to deduct the current contribution (presently 6.16%) of the faculty member to KTRS. In addition, the University will supplement the faculty member's salary by the University's current contribution to KTRS (presently 10.59%), plus the appropriate FICA. Service credit for shared positions will be prorated by KTRS in keeping with the system's regulations. The faculty member may use these funds to purchase service credit from KTRS proportional to his/her percentage of the shared position.
 - (b) For new faculty members who are hired directly into a shared faculty position, and for other faculty members who are not members of KTRS, the faculty retirement benefit (plus the appropriate FICA) will be paid by the University in proportion to that faculty member's salary, except it will be allocated to an alternate retirement option offered by ECU, such as TIAA-CREF or Valic.
19. Each faculty member in a shared appointment, who is on a tenure-track appointment, shall be considered for tenure and/or promotion independently of the other faculty member with whom they are sharing the position.
20. Each faculty member in a tenure-track shared position shall be eligible for tenure after completing the standard probationary period required by ECU plus an additional two (2) years. Exceptions to this may be negotiated if the faculty member has previous full-time service at ECU or another university.
21. The years of service requirement for a faculty member in a shared appointment who is seeking promotion to any of the ranks shall be the same as for a faculty member whose appointment is not shared, plus an additional two (2) years. Exceptions to this may be negotiated if the faculty member has previous full-time service at ECU or another university.
22. When a faculty member in a shared appointment leaves the University for any reason, the remaining member (if tenured, or on tenure-track) shall assume the full responsibilities of the position unless the University and the faculty member both agree that the faculty member's responsibilities shall remain the same.