Memorandum No. 4: Family-Friendly Policies

Date: Tuesday, October 15th, 2019
From: Sanjeev R. Kulkarni
To: Department Chairs, Program Directors, and Managers

As we settle into the new academic year, I wanted to share some reminders about our family-friendly policies for faculty members at Princeton. More information about these policies can be found on our website at: https://dof.princeton.edu/familyfriendly.

**Workload Relief for New Parents:**

Upon request, professorial faculty members, instructors, and senior lecturers who have primary responsibility for the care of a newborn infant or newly-adopted pre-school child are granted one semester of full workload relief from classroom teaching, department offices such as Director of Undergraduate Studies or DGS, and university committee work, or two semesters of half relief from such duties (at full pay) during the first year after the child joins the family. Workload relief for caregiving should not be scheduled in the same semester in which workload relief for giving birth is taken. These are separate and distinct benefits.

Workload relief is not a leave; the faculty member's responsibilities for research and undergraduate and graduate student advising remain unchanged, and they are expected to continue to be an active member of the department during the period of workload relief. New faculty members who have an infant under one year of age or who have adopted a pre-school child within the past year are also eligible for workload relief during the first semester or first year of their Princeton appointment, depending on the child’s date of birth or adoption. The faculty member must be the sole caregiver of the child for at least 20 hours between 8:00 a.m. and 7:00 p.m. Monday-Friday. A faculty member who wants to request workload relief as a new parent should inform their department chair in writing, describing their responsibility for the care of the child; this is normally done at least three months before the start of the workload relief. The department chair will notify the Office of the Dean of the Faculty via this form.

**Workload Relief for Faculty who give Birth:**

Professors who give birth are eligible to receive workload relief in the semester they are taking short-term disability. This workload relief is a separate and distinct benefit for faculty who give birth and is in addition to the workload relief provided for all new parents. Faculty who give birth should schedule parental workload relief after their short term disability has ended.

**Tenure Clock Extensions for New Parents:**
Assistant Professors and Senior Lecturers who become the parent of a child by birth or adoption will automatically be granted a one-year extension of term by the Dean of the Faculty, upon notification by the department chair. The Assistant Professor's service will be extended by one year for each child, including twins and other multiple births or adoptions. Extensions are available to (1) Assistant Professors in the first term, before the final year of that term; (2) Assistant Professors in the final year of the first term who have been reappointed to a second term; and (3) Assistant Professors in the second term, before the final year of that term. The Senior Lecturer's service may be extended by one year for each child, including twins and other multiple births or adoptions. Extensions are available to (1) all Senior Lecturers in a three- or five-year term, before the final year of that term; and (2) Senior Lecturers in the final year of a three- or five-year term who have been reappointed to another term.

**Coaching Sessions:**

The Office of the Dean of the Faculty offers up to ten cost-free coaching sessions for professorial faculty following a birth or adoption. The purpose of the coaching sessions is to provide faculty with additional support at a time that most parents find to be very challenging in terms of schedules and time availability. Faculty choose their own goals for the coaching, and conversations are confidential. Faculty can utilize these coaching sessions in the period of time beginning three months before and ending twelve months after the birth or adoption of their new family member.

The coaching is provided by [Leader Academic](#), a coaching and training organization that specializes in work with academics and offers assistance with both career goals and life balance. If you are interested in this program, please contact Associate Dean [Oliver Avens](#) for more information.

**Dependent Childcare Travel Fund:**

The Dependent Childcare Fund was created through a special allocation of the Dean of the Faculty so that professorial faculty and senior lecturers with children can more easily attend professional meetings and engage in research involving travel. Awards from the Dependent Childcare Fund may be used by recipients for dependent care at a conference, or at an alternative location (including at home), and may include those expenses incurred in transporting a caregiver (other than the faculty member and/or spouse/partner) or the child. Eligible members of the faculty may submit more than one request (and receive more than one grant) within a given fiscal year, up to a maximum of $2,000 in funding per fiscal year (July 1 - June 30). Please visit the [website](#) for more information on how to apply.

**Emergency Backup Care:**

All faculty members are eligible for the Backup Care Advantage Program when they experience temporary disruptions in their child, adult, and elder caregiving arrangements that would otherwise prevent them from fulfilling work obligations. The Backup Care Advantage Program provides up to 100 hours of subsidized backup care per calendar year. The care can be requested for anyone for whom the faculty member is responsible, including children, spouses and
partners, parents, and grandparents; the person for whom backup care is requested does not have to live with the faculty member. The Backup Care Advantage Program is available 24 hours a day, 365 days a year and because the University is underwriting the cost of this program, the co-pay is $4 an hour for in-home care (for up to three dependents) and $2 an hour per child for center-based care. If you think you may use the program, you can register in advance at no cost by visiting on the Bright Horizons website (username is "Princeton" and the password is "care4you") or calling (877) 242-2737 (BH-CARES). Once registered, participants will receive a welcome packet in the mail that will outline the steps for scheduling care.

Please contact Oliver Avens, Associate Dean for Academic Affairs, with any questions regarding Princeton’s family-friendly policies.