

Faculty Pregnancy & Parental Leave Information Session

October 17, 2024





Land Acknowledgement

McMaster University recognizes and acknowledges that it is located on the traditional territories of the Mississauga and Haudenosaunee nations, and within the lands protected by the Dish With One Spoon wampum agreement.

Considerations for faculty members

- Academic clock toward tenure and permanence
- Research Leave eligibility
- Vacation accrual
- Coverage of teaching and service
- Career Progress and Merit (CP/M)
- Engineering Life Event Fund (ELEF)

Academic Clock toward tenure and permanence

SPS C4

A Faculty Member who is on, or has taken, pregnancy and/or parental leave(s) shall normally have academic decisions relating to that individual's career development (e.g., tenure review) deferred until the next decision period following the leave(s).

If the Faculty Member requests not to defer any decisions; this request for non-deferral must be made in writing to the Department Chair, with final approval from the Dean, in a timely manner, and within the leave period, or the academic career decisions shall be deferred.

A decision not to defer academic decisions related to the individual's career development must be confirmed in writing via a letter from the President and signed back by the Faculty Member.

Academic Clock toward tenure and permanence

SPS C4

Requests not to defer career decisions must be made within the period of the leave(s). A faculty member wishing to be considered for tenure and/or promotion or permanence during the calendar year in which they return from a pregnancy and/or parental leave must ensure that their Chair and Dean have been notified at least six months in advance of the deadline set by the University for submission of tenure / promotion / permanence files. (by April of that year)

A faculty member who was eligible for pregnancy and/or parental leave(s) and did not take any or all of those leaves may request to have academic career decisions relating to their career development (e.g., tenure review) deferred by one year.

Research Leave Eligibility & Vacation Accrual

SPS C4

Eligibility for research leave shall continue to accrue during any pregnancy and/or parental leave.

Eligibility for vacation shall be unaffected by any pregnancy and/or parental leave.

Career Progress & Merit (CP/M)

SPS C4

A faculty member who has taken leave(s) in accordance with this Policy is still eligible for Career Progress/Merit awards. These awards shall be calculated as follows, taking into account the Faculty Member's normal division of duties between research, teaching, and service:

- a) If the Faculty Member has teaching evaluations for the year under evaluation, these will be used to calculate the teaching portion of the CP/M score, even if fewer classes were taught than usual (e.g., if two courses were taught in Fall semester and the Faculty Member was on leave during the Winter and Spring/Summer semesters);
- b) Likewise, if the Faculty Member engaged in service for the year under evaluation, this service will be used to calculate the service portion of the CP/M score;

Career Progress & Merit (CP/M)

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c) If no teaching or service was performed during the year under evaluation, the score will be estimated based on the average of the past three years for which scores are available

For the period of time during pregnancy and/or parental leave(s) and the year following return from pregnancy and/or parental leave(s), to calculate the research portion of the CP/M score, the Faculty Member may choose one of two options:

- a) the average of the past three years for which research evaluations are available (normally those prior to the leave); or
- b) an evaluation of the past calendar year alone.

Career Progress & Merit (CP/M)

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A faculty member may be more likely to choose the second option (in 33 (b), above *an evaluation of the past calendar year alone*) in fields where publications (e.g., books) may take several years to appear or where there are unpredictable publication lags (e.g., journals), but either option is available to any faculty member on leave under this Policy.

The faculty member shall inform their Chair of the elected option in writing at the time of the annual submission of the Record of Activities (January 31st).

Coverage of teaching and service during leave

Teaching and service are covered during approved leaves, including pregnancy and parental leaves, and is managed at the department level with sessional instructors.

Please ensure you provide sufficient notice to your Department Chair or Director and Academic Department Manager, so they have ample time to plan for short-term coverage. They can request additional support through the part-time teaching budget, if needed.

Engineering Life Event Fund (ELEF)

Faculty members may apply to the Engineering Life Event Fund (ELEF) for reasons that include, but are not limited to, poor health, pregnancy and parenting, family care, or a similar life event, since these events can negatively affect the progression of a faculty member's scholarship and career.

Tenure-stream faculty members can apply for support from the ELEF to hire a post-doctoral fellow or research associate to assist with their research and scholarship during the period of the leave. At present, the fund is able to support roughly three recipients per year, but this number can change as fiscal constraints tighten or loosen.

Engineering Life Event Fund (ELEF)

The following conditions apply to the ELEF:

1. Applicants will be eligible for a leave from the University in order to qualify;
2. The faculty member is tenured or has a tenure-track appointment at the time of the application and has been employed at McMaster in the position for at least one year;
3. The research to be performed during the leave is externally funded;
4. A successful recipient will be expected to return to McMaster University's Faculty of Engineering for a least one year following the leave;
5. Support from the fund will be provided for a maximum period of one year at a time, renewable for an additional year under exceptional circumstances; and
6. Completed applications will typically be submitted in advance of the leave.

Engineering Life Event Fund (ELEF)

Applications should be submitted to the faculty member's Department Chair who will submit it to the Dean. A complete application will include:

- (i) a cover letter that indicates the reason for the leave, the scholarship that will be continued, and its funding source,
- (ii) a supporting letter from the Department Chair, and
- (iii) a current resume that specifically highlights the faculty member's contributions to scholarship and student mentorship over the past three years.

Engineering Life Event Fund (ELEF)

The Associate Dean, Research, Innovation & Partnerships and the Associate Dean, Graduate Studies will review these applications with the Director, Operations and Finance on the basis of need and the quality of the applicant's scholarship over the past three years and make a recommendation to the Dean. The Dean's decision will be communicated to the applicant and Department Chair.

Recipients of the ELEF are encouraged to use the following verbiage in papers that are produced as a result of ELEF support:

“The authors acknowledge the support of the McMaster University Engineering Life Event Fund.”

Questions?

Resources:

[SPS C4 - Pregnancy and Parental Leaves Policy for Faculty and MUFA Librarians](#)

Engineering Life Event Fund (ELEF)

