

ACADEMIC HUMAN RESOURCES
RESOURCES FOR
WORK-LIFE SATISFACTION





WELCOME TO OU

Oakland University is committed to supporting and promoting a healthy work-life balance for faculty. These resources are provided to address the personal, professional and academic needs of faculty and reflect OU's recognition of the variety of family structures in the University community.

Work-life policies and services are briefly described in this brochure. Be sure to read the complete policies for details. In this document, references (often paragraph numbers) to the Faculty Agreement (the collective bargaining agreement between the University and the Oakland University Chapter of the AAUP) guide the underlying policies reflected here. Since that language is subject to change, it is important that you refer to the specific language in the Faculty Agreement and consult with Academic Human Resources (AHR) for the most up-to-date information. To view the Faculty Agreement, visit wwwp.oakland.edu/ahr/academic-employment. Faculty in the School of Medicine should refer to the OUWB Faculty Handbook at oakland.edu/medicine/faculty.

If you have questions about these policies or their application to a specific situation, contact Academic Human Resources at (248) 370-2922 or ahr@oakland.edu.

Additional resources are available through WISE@OU, the Women in Science and Engineering program at Oakland University. This NSF-funded program promotes the advancement of academic women and under-represented populations, especially in the science and engineering disciplines. WISE@OU initiatives focus on increasing diversity and improving the overall climate and job satisfaction for all faculty at OU. More information is available at oakland.edu/advance.

UNIVERSITY LEAVES AND BENEFITS

Oakland University offers a range of benefits to eligible faculty, spouses, dependents and other qualified adults*, including, but not limited to, medical insurance, dental insurance, optical insurance, life insurance and retirement investment accounts.

**For those included as "other qualified adults," see Appendix J of the Faculty Agreement: oaklandaaup.org/res/2012-15agreement.pdf*

For a general overview of benefit offerings, visit oakland.edu/uhr/benefits.

For more specific information for each benefit available, visit oakland.edu/uhr/benefits/plans.

Further guidance is available through Academic Human Resources or the University Benefits and Compensation Office.

Academic Human Resources
417 Wilson Hall
(248) 370-2922
ahr@oakland.edu

University Benefits and Compensation Services
401 Wilson Hall
(248) 370-4207
uhr@oakland.edu

LEAVES

The University makes available to faculty a variety of leave programs. These leave options may be paid or unpaid. Consult the Faculty Agreement, the OUWB Faculty Handbook and AHR for more information. Below is a sampling of some of the leaves available:

Family Medical Leave Act (FMLA) Leaves (174) – Up to 12 weeks of leave is available to eligible faculty for qualified events such as a birth or adoption, personal illness or to care for a family member. Faculty should contact AHR for information and advice on paid and unpaid leaves. Even if you don't think you need to take a leave, contact AHR to ensure you understand the impact on the review process and take advantage of all possible benefits. For more information, contact AHR.

Military Leaves – Military leave is afforded to employees who are in the Reserves and ordered to active duty, in accordance with federal law. Further, FMLA leave is provided to eligible employees to address qualifying events, including care for service member who has serious injury or illness in the line of duty.

Short Term Leaves (171a) – Faculty members are excused from teaching responsibilities for a short period of time to attend a professional meeting or for any other reasons recommended by their chairperson and approved by Oakland. In such case the faculty member's teaching responsibilities shall be covered by a faculty member or by an appropriate assignment to the class. For information about Bereavement Leave, see paragraph 171b.

Bereavement Leave (170b) - Bereavement leave shall be granted to faculty members. Consult paragraph 171b of the Faculty Agreement for additional details about this leave option.

Professional Development and Research Leaves; Fellowship and Grant Opportunities (168 and 170) – Faculty may apply for available research grants and professional development leaves. More information about grant support, visit the Office of Research Administration website. oakland.edu/research

Sabbatical Leaves (64) – Half pay or full pay sabbatical leaves for the purpose of research, study of teaching methods or cognate disciplines may be granted after required years of services.

Sick Leaves (171) – Eligible faculty may receive paid leave for personal illness or injury. Oakland provides compensation for full time non-visiting faculty who are unable to work due to illness, injury, pregnancy or disability for a period not to exceed six months, with provision of appropriate documentation.

UNIVERSITY LEAVES AND BENEFITS

BENEFITS

Building a Better yOU – Through this program, the University addresses the total wellness of employees, including physical, emotional, intellectual, environment and financial resources. oakland.edu/betteryou

Education – Tuition waivers (129) are available at the undergraduate lower, undergraduate upper, graduate and doctoral rates to eligible faculty spouses, dependents and other qualified adults. oakland.edu/ahr/forms

Employee Discount Programs – Benefits-eligible faculty and staff are entitled to participate in employee discount programs involving various University business partners, Meadow Brook Theatre and Meadow Brook Hall, OU Golf and Learning Centers and the OU Recreation Center. oakland.edu/uhr/benefits

Health Care Plans – A summary and comparison of health care plans offered by the University is available in Appendix M of the Faculty Agreement. oaklandaaup.org/res/2012-15agreement.pdf.

Health Insurance Benefits – There are a variety of insurance plans including medical, dental, vision and long term disability with premiums paid by the University or the employee depending on the employee’s status and the type of insurance. For specific information see the benefit summary for your employee group and/or contact the Univesity Benefits and Compensation Office at University Human Resources. oakland.edu/upload/docs/UHR/Benefits/Faculty_Medical.pdf

Holidays – The University observes various legal holidays including New Year’s Day, Memorial Day, Independence Day, Labor Day, and Thanksgiving. It is also closed during Winter Recess from December 24 through January 1. For specific information about recess days and paid holidays, consult the collective bargaining agreement or handbook for your employee group.

Retirement Plans – The University offers eligible faculty and staff a defined multiple option contribution retirement plan with an employer paid contribution and the opportunity for employees to contribute to supplemental tax-deferred retirement plans.

See Faculty Agreement Article XVIII, OUWB Faculty Handbook and Benefits Summaries for more information. Eligible faculty may also apply for up to a 50% reduction in workload for a period not to exceed three years prior to retirement.

OTHER RESOURCES

Employee Assistance – The University contracts with CIGNA to provide a 24/7 Life Assistance Program. You can call (800) 538-3453 or visit www.cignabehavioral.com/CGI for referral to a service in your community including child care and senior care.

Higher Education Recruitment Consortium (HERC) – This is a national organization with a Michigan cohort. It provides links to jobs in higher education across the country, and can assist with spouse/partner placement. Visit hercjobs.org for more information.



FACULTY TENURE AND PROMOTION

A description of the various faculty employment procedures, tenure and promotion processes and standards for faculty tenure and promotion is found in the Faculty Agreement Article VII or OUWB Faculty Handbook. University standards for promotion and tenure are found in Faculty Agreement Appendix D.

Tenure Clock Extensions (38f and 179b) – The review schedule and probationary period for tenure track faculty may be extended under certain circumstances. Leaves of six weeks or longer due to a faculty member’s medical condition or for reasons of child care shall automatically delay the review and extend the probationary contract for one year. A faculty member may seek waiver of this automatic extension by providing a written request to Oakland one month prior to the previously scheduled review. Contact Academic Human Resources for more information.

Modified Schedule – Contact AHR and your department chair to discuss a modified schedule for your duties or service. This option may assist with accommodating your schedule to better suit your needs during a time when juggling your work and life demands may be unusually challenging.



INSTITUTIONAL SUPPORT FOR INDIVIDUALS AND FAMILIES

Lowry Center for Early Childhood Education – The Center offers early childhood education programming to children from 18 months to five years of age. It is located in Pawley Hall on the main campus. oakland.edu/lowry

The International Students and Scholars Office – This program is committed to building an international campus through service, support and advocacy to nurture global citizenship and multicultural appreciation. This office is located in 157 North Foundation Hall. oakland.edu/isso

Office of Inclusion – This office serves as a resource and is charged with promoting and furthering the university’s commitment to the principles of diversity, inclusion, and equal opportunity. This office is located in 203 Wilson Hall. oakland.edu/inclusion

Disability Support Services and Accessibility – Contact Disability Support Services for information about support your students with disabilities. In addition to helping students understand university policies and practices, they assist students in addressing personal and academic concerns. This office is located in 103A North Foundation Hall. The Office of Inclusion serves as the Americans with Disabilities Act (ADA) coordinator for the University. oakland.edu/dss

The Campus Accessibility Map is color-coded and shows the level of accessibility for pathways, buildings, and doors. Accessible parking is also identified. oakland.edu/upload/docs/DSS/AccessibilityMap.pdf

Veterans Support Services – This office provides a supportive, welcoming environment to more than 300 veterans, service members and dependents of veterans. This office is located at 116 North Foundation Hall. oakland.edu/veterans

OUCARES – Oakland University Center for Autism Research, Education and Support provides innovative programs for teachers, and programming and counseling for individuals and their families living with Autism Spectrum Disorder (ASD). The multifaceted approach includes education for professionals, research in the field of autism education and daily living, as well as support services for families. This office is located at 425C Pawley Hall. oakland.edu/oucares

Employee Resource Groups – Employee Resource Groups (ERGs) are volunteer, employee-managed groups that promote the interests of their respective constituency. ERGs are open to all OU employees. Their purpose is to align diverse groups with upper-level employees to promote awareness and enthusiasm for diversity inclusion. More information is available through the Office of Inclusion. oakland.edu/inclusion

Smoke Free Campus – Oakland University is smoke-free. Administrative Policy #475 outlines the policy that prohibits smoking on all University owned or operated campuses. Smoking Cessation resources are available at Smokefree yOU. oakland.edu/smokefreeyou

SEHS Counseling Center - The School of Education and Human Services (SEHS) Counseling Center offers personal and career counseling at no cost. It is a teaching and research facility for the counselor education program at OU. The center enables graduate students to integrate and apply counseling theory with practice, as well as provide supervised professional counseling assistance to persons in need. The center is located in 250 Pawley Hall. oakland.edu/sehs/cc

Graham Health Center – Graham Health Center provides convenient, affordable, high quality health care right on campus. Staffed by certified Nurse Practitioners and Physician Assistants, GHC provides health care and wellness programs to the campus community. The Graham Health Center is located just north of Meadow Brook Theatre. oakland.edu/ghc

OU Counseling Center – The OU Counseling Center provides mental health services, including personal, psychological and career counseling; substance abuse evaluation, treatment and prevention; and crisis intervention. The center is located in the Graham Health Center, just north of Meadow Brook Theatre. oakland.edu/OUCC



WISE@OU
Women in Science and Engineering at Oakland University
217 Varner Hall
Oakland University
2200 North Squirrel Road
Rochester, MI 48309-4401
Contact: Leanne DeVreugd, ldevreug@oakland.edu
(248) 370-4516
Visit the website: oakland.edu/advance

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Visit the website: oakland.edu/ahr

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This brochure is available online at oakland.edu/ahr.

Discrimination Policy

Oakland University reaffirms its unwavering commitment to equality of opportunity for all persons. In a society that relies on an informed, educated citizenry, no one should be denied the opportunity to attain his or her fullest potential. The university shall strive to build a community that welcomes and honors all persons and that provides equal opportunity in education and employment.

Policy

It is the policy of Oakland University that there shall be no discrimination against any person on the basis of race, sex, gender identity, gender expression, sexual orientation, age, height, weight, disability, color, religion, creed, national origin or ancestry, marital status, familial status, or veteran status. The university shall affirmatively follow the provisions of applicable State and Federal anti-discrimination legislation in all of its activities in this area and so reaffirms its policy at this time.

Conflict With Laws

To the extent that this policy conflicts with first amendment or other legal rights of members of the university community, such other relevant legal provision shall control. Furthermore, this policy shall not be interpreted to modify eligibility criteria for student and employment benefits or modify the legal definition of the terms “spouse” or “dependent.”

