Employment and Benefits Policies Guidance for UNH Research Faculty

The Office of the Senior Vice Provost for Research (OSVPR) compiled this guide that describes policies, procedures, and practices impacting UNH Research Faculty. These policies, procedures and practices do not pertain to faculty in the UNH collective bargaining unit. The OSVPR collaborates with the Research Faculty Council, the Provost’s Office, and the Office of Human Resources in order to be responsive to Research Faculty needs, and works to update policies, procedures, and practices as appropriate.

As questions arise, Research Faculty should contact their unit’s chief financial officer (Business Service Center director). See: [http://www.unh.edu/vpfa/budgetbsc.html](http://www.unh.edu/vpfa/budgetbsc.html) for a list of BSC directors.

### Policy Topics for Research Faculty

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Updated 12/10/14
Responsibilities and Privileges

See: Appointment of Research Faculty Policy and Procedures
http://www.unh.edu/provost/sites/unh.edu.provost/files/docs/ResearchFaculty.pdf

Research Faculty may fulfill some teaching and/or service responsibilities. However, research must remain the principal duty (50% or more) of the faculty member. Research Faculty may serve as directors of graduate student research and may serve on thesis committees.

Research Faculty are not eligible for service in the Faculty Senate, nor are they eligible for sabbatical leave or tenure. Voting rights of Research Faculty within a department or program are determined by the bylaws of the department, institute, or center. Research Faculty otherwise have ordinary faculty privileges (library, parking, etc.). They are eligible for benefits in keeping with established Board of Trustees policy.

Appointment of Research Faculty

See: UNH section of USNH On-Line Policy Manual
http://www.usnh.edu/olpm/UNH/V.Pers/C.htm#8 and
http://www.unh.edu/provost/sites/unh.edu.provost/files/docs/ResearchFaculty.pdf

- **Definition:** Research Faculty are those who have research as their principal assignment. Research Faculty typically are supported by a variety of mechanisms (internal and external sources), however, the majority of salary support (greater than 50%) is derived from grant and contract funds obtained by the research faculty member. Research Faculty are not eligible for tenure.

- **Affirmative Action policies are followed in appointing Research Faculty.** Unless the person to be appointed is a prominent scientist who will be the project director of the external grant or contract, advertising and competitive selection is required.

- **Appointments are 75% time or more for a minimum of 1 year with a funding plan and normally are made to an existing department.** Appointments may be for a 9-month academic year (AY) or 12-month fiscal year (FY). They require the approval of the faculty in that department in accordance with their bylaws and the concurrence of the appropriate dean(s) and the Senior Vice Provost for Research. Research Faculty are granted academic rank within the department or program by the President upon recommendation of the Provost.

- **Employees, including Research Faculty, whose appointment falls below 75% time will experience reductions in their level of benefits coverage.**
• In consultation with and approval from the dean and/or University Institute director, Research Faculty may select an appointment period (9 months or 12 months) once every three (3) years. This limitation provides stability to both the faculty member and to his/her department or center, and reduces the administrative overhead involved in changing appointments.

• UNH supports joint faculty appointments, including intercollege appointments. A joint faculty appointment is one in which a faculty member’s appointment is shared between a home unit and another unit: department, program, center, or institute. See: http://www.unh.edu/provost/sites/unh.edu.provost/files/docs/jointfacultyappointments1.pdf

• Appointments are renewed annually for Research Assistant Professors and may be renewed for up to five years for senior faculty with a funding plan. They may be renewed only if continued external funding is assured. Some units have established procedures and schedules for the reappointment process; Research Faculty should contact their dean/director’s office regarding the reappointment process.

• The three ranks of Research Assistant Professor, Research Associate Professor, and Research Professor parallel their tenure-track counterparts. However, research is the primary focus of the candidate.
  
  o A **Research Assistant Professor** shall have completed formal advanced study appropriate to his/her field; demonstrated success in carrying out externally funded research; be capable of advising graduate students; and have provided some service to the University and profession.

  o A **Research Associate Professor** shall have completed formal advanced study; had several years of successful research experience; have shown clear evidence of his/her ability to conceive and perform independent research and to obtain external funding for his/her research; supported and advised graduate students; and have provided some service to the University and profession.

  o A **Research Professor** shall have a background of successful research, marked by maturity and experience that has earned him/her a national/international reputation in the field; have supported and advised graduate students; and have provided service to the University and profession.

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**Hiring Process for Research Faculty**  
**(Non tenure-track renewable appointments)**


• Chair requests verbal approval from Dean.

• Dean will direct hiring department chair to consult with the Vice Provost and Chief Diversity Officer (VP&CDO) before beginning the hiring process within the college or
school to draft and confer on the position description and to present a preliminary
department Recruitment and Hiring Plan of Action for the identified position.

- Search Chair and Committee will confer with the Director of Affirmative Action and
  Equity (DAAE) to discuss affirmative action goals and compliance with laws and policies
governing the hiring process.

- Faculty hiring information is obtained from the Academic Affairs web site - Faculty

- Chair forwards Request to Advertise form to Dean for written approval.

- Dean forwards written approval to Human Resources.
  - For Clinical Faculty, approval by Provost is necessary.
  - For Research Faculty, approvals by the Senior Vice Provost for Research and Provost
    are necessary.
  - For Lecturer (renewable appointment), approval by Dean is necessary.

- All paid employment advertising for UNH is placed by Human Resources. A copy of
  any posting composed for direct mailing to other institutions or intended for
  submission to any free Internet sites must be provided to Human Resources for the
  advertising file. Faculty advertisements must include title, duties, minimum
  qualifications, application deadline or initial review dates, and the Affirmative Action
  statement.

- Affirmative Action and Equity Office will provide an Employment Data Form (EDF) to the
  search chair. The search chair must insure the EDF is sent to all applicants unless the
  USNH on-line process is used.

- When finalists are identified, search chair will forward to the Dean the completed
  Faculty Selection Form Part I (Search) to include (1) the list of finalists and their
demographic information, with a brief rationale as to why each was chosen; (2) a list of
all applicants with rationale for not advancing them in the search process, paying
particular attention to women and minorities; and (3) resumés of all finalists, women
and minorities.

- The Dean will sign the Faculty Selection Form Part I (Search) and forward it, with the
  resumés of finalists, women, and minorities, to the DAAE. The DAAE will review the
selected finalists and contact the search chair with approval to proceed with final airport
and/or campus interviews. INTERVIEWS CANNOT BE CONDUCTED WITHOUT APPROVAL
OF THE DAAE.

- Interviews are conducted.

- Hiring department makes recommendation to Dean regarding appointment.

- Dean makes offer to finalist contingent upon satisfactory background check.

- When offer is accepted, W-4 and I-9 forms must be completed by the faculty member.
After offer is accepted, Search Chair sends completed and signed Faculty Selection Form, Part II (Decision) to the Dean for signature. The Dean will forward the signed form to the DAAE who will sign the Faculty Selection Form and forward it to Human Resources.

A copy of the offer letter signed by the hiring official and the selected candidate and the completed W-4 and I-9 forms are forwarded to the BSC for processing.

Annual Reviews for Research Faculty


For those faculty members with joint appointments, see also:

Annual written reviews are prepared by the department chairperson, program director, institute or center director, who also makes the initial recommendation for any salary adjustment consistent with salary increase guidelines for employees not covered by a collective bargaining agreement.

For non-tenure track faculty, a joint faculty appointment is one in which a faculty member’s appointment is shared between a home unit and another unit (department, program, center, or institute). Some faculty members may be granted academic rank in more than one unit through a joint faculty appointment. The faculty rank must be the same for both units. Joint faculty appointments are based upon the academic needs of the faculty member, departments, schools/colleges, institutes, centers, and programs.

When a non-tenured faculty member has a joint appointment, the secondary unit shall provide the home unit with an annual assessment of performance. Based on this information and its own assessment, the home unit will complete the annual assessment of performance and make a recommendation to the dean/director about whether or not to continue the appointment.

Promotion for Research Faculty

See: Instructional Documents and Procedures http://www.unh.edu/provost/promotion.html

Provost’s Office document, Procedures and Criteria for Promotion and/or Tenure: Guidelines for Deans, Department Chairpersons and Faculty Members of School and College Promotion and Tenure Committees
• Promotion recommendations for Research Faculty follow University Promotion and Tenure policy except that evaluation of the candidate is limited to accomplishments in research and scholarly activity. See: USNH Policy, Section 8.4.3 [http://www.usnh.edu/olpm/UNH/V.Pers/C.htm#8]

• Promotion Statements for Research Faculty are to be prepared in the same manner as the Promotion and Tenure Statements for tenure-track faculty. However, Research Faculty are not eligible for tenure, and their promotions are to be based only on performance in the areas of research, scholarship, and service.

• Most Research Faculty are associated with a single department. In such cases, the department chairperson and the department Promotion and Tenure Committee function as they do in considerations of tenure-track faculty.

• For Research Faculty with a joint appointment, promotion is administered through the unit designated as the home unit. The home unit will be determined by mutual agreement among the faculty member, the unit head, and the dean/director of the college/school/institute. See: [http://www.unh.edu/provost/sites/unh.edu.provost/files/docs/jointfacultyappointments1.pdf]

  o The awarding of a promotion shall be initiated only through the designated home unit, but the secondary unit must be consulted and given an opportunity to provide information concerning performance as it relates to promotion.

  o Evaluation will be based on the criteria described under teaching, scholarship, and service in the Procedures and Criteria for Promotion and Tenure (See: above document reference). The evaluation will consider the nature of the appointment and the expectations of the position as specified at the time of appointment or as subsequently modified.

  o If the joint appointment of a research faculty member does not include an academic department, an ad hoc Promotion Committee will be formed. It must consist of no fewer than three tenured faculty, all of whom have scholarly expertise related to that of the candidate, and may include Research Faculty at an equal or higher rank of the candidate. The dean or deans who approved the original appointment of the research faculty member will appoint the members of the ad hoc Promotion Committee. The candidate may suggest nominees, but it is not required that the Committee include any of the candidates’ nominees.

• The department (or committee) chairperson is responsible for the preparation of the Statement, but to ensure accuracy and completeness, the curriculum vitae and the
description sections should be written in close collaboration with the candidate. In fact, it is preferable that these sections be written by the candidate and verified by the chairperson.

- The evaluation and departmental recommendation sections are confidential and must be written either by the chairperson or a member of the department (or ad hoc) Promotion and Tenure Committee. The chairperson’s and dean’s own recommendations are to be written by the respective individuals. Three copies of the Statement should be prepared. One copy is to be retained by the department, and the original and one copy forwarded to the dean. After the appropriate recommendations are added at the college/school level, including the recommendation from the Graduate Dean and the Senior Vice Provost for Research, the dean sends the original to the Provost.

Compensation for Research Faculty

- **Starting Salary Level**: UNH practice is for the hiring supervisor/chair/director, in consultation with the relevant dean and/or center/institute director, to determine the starting salary rate of the incoming research faculty member commensurate with other faculty in the same classification, discipline, and years of service.

- **Continuing Increases**: Salary increases for Research Faculty are based on Trustee Wage and Salary Guidelines.

Benefits for Research Faculty

**Eligibility:**

Research Faculty are eligible for benefits in keeping with established Board of Trustees policy.
See: USNH Policy, Section 8.4.2 [http://www.usnh.edu/olpm/UNH/V.Pers/C.htm#8](http://www.usnh.edu/olpm/UNH/V.Pers/C.htm#8)

Research Faculty receive the same benefits as other employees not covered by collective bargaining agreements.
See: Human Resources Benefits website: [http://www.unh.edu/hr/benefits.htm](http://www.unh.edu/hr/benefits.htm)

Departing employees should be aware that their last day of benefits coverage (including health insurance) is their last day of active service.
For Academic Year Research Faculty who leave UNH after the end of the spring semester, the last day of benefits coverage is the last day of the spring semester. If the faculty member continues to provide service to the university (e.g., teaching a course, supervising a dissertation, performing externally sponsored research), the faculty member may petition for continuation of medical benefits through his/her chair/dean/director to the Provost’s Office, requesting an exception to policy that would allow extension of health coverage.

- **Annual/Vacation/Personal Leave for Academic Year Research Faculty**  
  *(Research Faculty with fiscal year appointments, see section on page 11)*

  See: USNH Policy, Section 4.11 [http://www.usnh.edu/olpm/USY/V.Pers/A.htm](http://www.usnh.edu/olpm/USY/V.Pers/A.htm) and [http://www.unh.edu/hr/leaves.htm](http://www.unh.edu/hr/leaves.htm)

  o Vacations and holidays for research faculty members with academic year appointments are determined by the academic year calendar.
  o Academic Year Research Faculty do not accrue annual/vacation/personal leave.

- **Sick Leave for Academic Year Research Faculty**  
  *(Research Faculty with fiscal year appointments, see section on page 12)*


  o Academic Year Research Faculty are eligible for sick leave.
  o Academic Year Research Faculty do not record sick time accumulation and usage.

- **Medical Leave for Research Faculty for purposes of Family Care**  

  Research Faculty are eligible for sick leave to care for immediate family, half or full days up to ten (10) days duration per fiscal year, as well as extended bereavement leave (that requiring more than 5 days).

- **Interim Disability Leave for Research Faculty**  
  See: [http://www.unh.edu/hr/life-disab.htm#interimdis](http://www.unh.edu/hr/life-disab.htm#interimdis)

  o Research Faculty are eligible for interim disability benefits. In situations where medical documentation concerning a faculty member's inability to work indicates that the duration of an illness/injury will cause an absence from work of six months or more, interim disability provides the continuation of the individual's salary and benefits up to a total of six months absence from work inclusive of sick leave.
During the period of sick leave/interim disability, the faculty member will be placed on Family Medical Leave as outlined in http://www.unh.edu/hr/fmla.htm.

Should a faculty member's disability create an inability to perform the essential functions of the position, appropriate action shall be considered, i.e., application for long-term disability (See: http://www.usnh.edu/olpm/USY/V.Pers/A.8.htm) or an accommodation as outlined in USNH Policy, Section 4.5 http://www.usnh.edu/olpm/USY/V.Pers/C.4.htm#4.5.

Continuation of Benefits: Faculty members' benefits shall continue during the period of interim disability, with the exception of vacation/personal leave time and sick leave accrual (if applicable) and personal use of the tuition waiver.

Procedures: Sick leave is used until exhausted, after which the USNH Interim Disability policy applies. The employee’s salary and benefits may continue up to a total of six months absence from work inclusive of sick leave.

For a grant-funded faculty member, the percentage of salary being charged to sponsored projects when the interim disability begins, and after sick leave is exhausted, is charged to a USNH interim disability fringe benefits pool.

Maternity Leave for Research Faculty
See USNH Policy on Pregnancy-related Interim Disability, 4.13.6 http://www.usnh.edu/olpm/USY/V.Pers/A.4.htm#4.13.6

When medical documentation indicates that an employee is unable to perform her duties and responsibilities because of medical conditions related to pregnancy and/or childbirth, the woman who plans to return to work may use accrued sick leave/interim disability leave/Family Medical Leave, and her position will be held for her return.

The period of leave is determined on a case-by-case basis based on medical documentation. Such leaves usually extend for the period from childbirth through six weeks post partum. As with all leaves for interim disability, the period of leave shall first include the use of accumulated sick leave.

When the woman's medical condition no longer requires absence from work, she is expected to return to work. However, the Family Medical Leave Act provides the option of up to a total of 12 weeks of leave from her position for child rearing purposes. Continuance of salary under FMLA is contingent on use of her accrued vacation/personal leave time.

Return to Work: Medical documentation supporting the faculty member's ability to perform the essential functions of the job is required prior to her return to work.
• **Parental Leave for Research Faculty:**
  See: [http://www.unh.edu/hr/fmla.htm](http://www.unh.edu/hr/fmla.htm) and USNH Policy, Section 4.12.2.2.

  Research Faculty with at least one year of benefits-eligible service may use up to a maximum of 10 days of accrued sick leave per fiscal year (pro-rated for percent time faculty) for family leave. This leave may be used for medical appointments, illness, or medical needs of an immediate family member; prenatal or postnatal care; or for purposes of caring for a new baby or adoptive/foster child after placement.

  The following forms are used to apply for leave (found at: [http://www.unh.edu/hr/forms.htm](http://www.unh.edu/hr/forms.htm)):

  o *Request for Leave of Absence*
  o *Certification of Health Care Provider*

• **Professional Development Leave for Research Faculty**
  See: USNH Policy, Section 4.5 [http://www.usnh.edu/olpm/USY/V.Pers/E.htm#4](http://www.usnh.edu/olpm/USY/V.Pers/E.htm#4)

  While not eligible for sabbatical, Research Faculty are eligible for leave for professional improvement that will result in specific benefit to the institution and/or the University System.

  o Such leaves shall be available as a matter of privilege rather than right and shall be granted to an eligible faculty member only in those cases where the criteria set forth below are met.

  o **Leave Conditions – General**
  Recipients of paid leaves for professional improvements are permitted to receive income for professional activities without prejudice to their receipt of income from the University System, provided the activity is approved by the appropriate dean or supervisor. In no case may the faculty member undertake full-time paid employment while on leave for professional improvement. Upon return from leave the faculty member is expected to submit a report summarizing the professional activities of his/her leave. The individual's campus may require that he/she return to service for a specific period after a professional development leave or else reimburse the institution the full amount of salary and benefits paid during the leave.

  o **Leave Approval**
  All paid leaves for members of the faculty require approval of a specific proposal for professional improvement that outlines the benefits expected for both the individual and University System. Applications for leave are submitted to the university president through the appropriate administrative officer who should be given reasonable notice of the date the leave is to begin. Each application is
judged upon its individual merits and availability of funding. The president or his/her designee must approve all paid leaves.

- In practical terms, it is very likely that salary support for a research faculty member during a professional development leave will depend upon identification of internal funding by the responsible unit(s). Unless there are contrary instructions in the sponsored project program solicitation or award document, charges to a grant for services rendered to the project by an individual during the leave may be allowable.

- **Annual/Vacation/Personal Leave for Fiscal Year Research Faculty**  
  *(Research Faculty with academic year appointments, see section on page 8)*

All members of the fiscal year research faculty (12 months) who are employed in a status position of at least 75% time are eligible for vacation/personal time (pro-rated, based on percent time). Fiscal Year Research Faculty will follow PAT guidelines for accrual, use, and tracking of annual leave.

- Vacation/personal time is earned from the first day of employment and may be used after it is earned (pro-rated based on percent time of appointment).
- Fiscal Year Research Faculty hired prior to July 1, 2011 accrue two (2) days of vacation/personal time per month. These employees must use a minimum of 12 days of annual leave per year (pro-rated for percent time positions).
- For employees hired 7/1/11 or after, the annual/vacation/personal leave accrual rate will be one and a half (1.5) days per month for the first five years of status employment and two (2) days per month thereafter. The minimum usage requirement for these employees is 9 days of vacation/personal leave per year.
- For all, the maximum carry-forward accumulation of annual leave from one month to the next is 45 days but the days accumulated over 30 days will have no cash value; the maximum number of vacation/personal days for payout at termination is 30 days. This pay-out at termination is charged to the USNH fringe benefits pool.
- For Fiscal Year Research Faculty, accrued vacation time must be used prior to the end of the fiscal year appointment.
- Vacation/personal leave accumulation and use is tracked using the Exempt Leave Record found at [http://www.unh.edu/hr/forms.htm](http://www.unh.edu/hr/forms.htm).
- Fiscal Year Research Faculty may use 5 working days of leave for bereavement due to the death of an immediate family member, and 1 day bereavement leave due to the death of other relatives (See: [http://www.usnh.edu/oipm/USY/V.Pers/A.htm#4.14](http://www.usnh.edu/oipm/USY/V.Pers/A.htm#4.14)).
- Salary paid to Fiscal Year Research Faculty for annual/vacation/personal days used is charged to the grants or other accounts paying the individual’s salary at the time the leave day is used (Space Science Center employs different methodology). The cost of salary for these vacation days is not a component of the federal fringe rate that is charged to grants.

- **Sick Leave for Fiscal Year Research Faculty**
  
  *(Faculty with academic year appointments, see section on page 8)*

  Fiscal Year Research Faculty (12 months) will follow PAT guidelines for accrual, use, and tracking of sick leave. Sick leave is pro-rated based on percent time.

  o Fiscal Year Research Faculty accumulate sick leave at the rate of 1.25 days each month based on a full-time appointment (pro-rated for flex year or percent time appointments).

  o The maximum accumulation of sick leave is 130 (working) days and has no cash value at termination.

  o Sick leave accumulation and use is tracked using the *Exempt Leave Record* found at [http://www.unh.edu/hr/forms.htm](http://www.unh.edu/hr/forms.htm).