

Benefits and Compensation Policies

- **Introduction**
 - **Benefits Fact Sheets**
 - **Leaves of Absence (non Academic)**
 - **Academic Leaves of Absence**
 - **Holidays**
 - **Vacation Policy**
 - **Salary Continuation and Benefits after Death of a Faculty Member**
- Activities and Opportunities for Emeriti Professors**

Introduction

The Benefits Office in the Human Resources Department of Tufts University serves all Tufts employees and faculty members paid by Tufts University. A summary of benefits is sent with the initial contract letter to each faculty member paid by Tufts University. All benefits policies of the University may be amended, changed, or discontinued at any time.

Upon beginning employment at Tufts University, all new faculty and staff members are asked to participate in an orientation at the Human Resource Office covering all benefits plans and important university policies. Insured benefits offered by the University include a choice of health and dental care plans, life insurance, long-term disability, and retirement plan. New faculty members will also receive a copy of Tufts' affirmative action policy, an employee identification card, and information regarding discounts on commuter T-Passes and the T-NEMC parking facilities. The Human Resources Department mails informational material to faculty as soon as it receives official notification of a faculty member's appointment. One-on-one orientation meetings are scheduled at the time of employment to explain in detail the benefits offered by the University.

Benefits Fact Sheets

Exempt Staff: <http://www.tufts.edu/hr/bene/fctshts/exempt.pdf>

Non-Exempt Staff: <http://www.tufts.edu/hr/bene/fctshts/nonexempt.pdf>

Full-Time Faculty: <http://www.tufts.edu/hr/bene/fctshts/ftfclty.htm>

Part-Time Faculty: <http://www.tufts.edu/hr/bene/fctshts/ptfclty.htm>

This fact sheet is a summary of the benefits available for FULL-TIME and PART-TIME FACULTY (part-time employees must have at least a half-time, two-semester appointment). Faculty members may choose to elect coverage under these programs at hire, during the annual fall open enrollment period, or in the event of a qualified change in family status. Specific policies and contract provisions govern each plan. In the event of a conflict between this summary and the actual plan provisions, the latter will govern. This fact sheet is intended to highlight and summarize benefits and should not be construed as a guarantee of future benefits. All benefit policies of the University are subject to change.

Medical Plans

- Fallon Community Health Plan (HMO)
- Harvard Pilgrim Health Care (HMO)
- Tufts Total Health Plan-Point of Service Plan (both in network and major medical benefits available)

Once enrolled, coverage begins on the date of hire. Monthly premiums are shared by faculty and the University. The amount paid by the faculty member is tax-sheltered from federal and state income and FICA taxes. Benefits are available for a spouse or same-sex domestic partner and/or dependents.

For full description, go to: <http://www.tufts.edu/hr/bene/spd/mpspd.htm>

Dental Plan

The Dental Plan, provided by Delta Premier Dental, pays a percentage of the reasonable and customary costs of dental care for preventive, restorative, and major services to a maximum benefit of \$1000 per person per year. Once enrolled, coverage begins on the first of the month following a three month waiting period. The cost of coverage is shared by the faculty and the University. The amount paid by the faculty member is tax-sheltered from federal and state income and FICA taxes. Benefits are available for a spouse or same-sex domestic partner and/or dependents.

For full description, go to: <http://www.tufts.edu/hr/bene/spd/dpspd.htm>

Life Insurance Plan

Basic coverage, provided by the University, is equal to the faculty member's salary rounded to the next higher \$500. Coverage begins on the date of hire. Supplemental coverage is available in multiples of annual salary up to four times. The premium is based on age and the supplemental coverage amount selected. Once enrolled, supplemental coverage begins on the date of hire.

For full description, go to: <http://www.tufts.edu/hr/bene/spd/lfespd.htm>

Long Term Disability Plan (LTD)

LTD benefits are provided to participants enrolled in the plan, who suffer a long period of permanent and total disability. The plan provides a benefit of 40% or 60% of covered base monthly salary, depending on the level of coverage elected, up to a maximum benefit of \$10,000 per month. Once enrolled, coverage begins after a one year waiting period.

For full description, go to: <http://www.tufts.edu/hr/bene/spd/ltdspd.htm>

Retirement Plans

- **BASIC**: The University automatically contributes to the Retirement Plan, beginning on the date of hire, for faculty members age 21 and over based on covered salary and the social security wage

base. Faculty members under age 40 receive 5% of their earnings under the wage base and 10% over the base. Those 40 and over receive 10% of their earnings under the wage base and 15% over the base. There is no mandatory faculty contribution. Two investment options are available for contributions, TIAA/CREF and Fidelity. University contributions are 100% vested after three years of service.

- **VOLUNTARY**: The Voluntary Retirement Plan provides faculty members with the opportunity to tax defer income through payroll deductions and put aside personal savings for retirement. Faculty members may contribute immediately upon hire. A minimum annual contribution of \$200 is required.

For full description, go to: <http://www.tufts.edu/hr/bene/spd/rbvspd.htm>

Flexible Spending Accounts (FSA)

Health and Dependent Care Accounts allow participants to save taxes on the money spent for eligible, uncovered medical and dependent care expenses. The FSA may be opened for either or both types of expenses, with money set aside on a pre-tax basis so that participants may enjoy tax-free reimbursement of eligible expenses. Participation in a FSA begins the first of the month following or coinciding with the date of hire.

For full description, go to: <http://www.tufts.edu/hr/bene/spd/fsaspd.htm>

Educational Opportunities

- **Tuition Remission for Full-time Faculty**: eligible for 100% tuition remission for two courses per semester after three months of employment.
- **Tuition Remission for Part-time Faculty** (faculty with at least a half time two-semester appointment): eligible for 100% tuition remission for one course per semester after three months of employment.

Benefits are available for spouses or same-sex domestic partners. Dependents of full-time faculty are eligible for benefits as well.

For complete description of Tuition Remission Program, go to:

<http://www.fletcher.tufts.edu/faculty/handbook/tuition.htm>

Leaves of Absence (non Academic)

A leave of absence may be granted for a specified and limited period of time. The following are reasons for leave requests, which may be granted if an employee has at least passed the probationary period:

- Medical (Illness/Injury)
- Maternity
- Reserve Military Duty
- Jury Duty

- Personal (compelling personal circumstance that makes it impossible or difficult to be at work. These leaves are not granted for personal gain or pleasure.)

A leave of absence presupposes that you will return to work on a specified date. No leave of absence should exceed six months. You should discuss with your supervisor and a Human Resources Representative all aspects of the leave including eligibility for continuation of benefits and other pertinent details. Any leave request should be made with as much notice as possible. Whatever the type of leave, the leave officially begins on the first day of absence.

Type of Leave

Pay Status

Medical	Can be paid up to the amount of accumulated sick time. In addition, you may elect to use accrued vacation or personal days.
Extended Illness Leave	Available for full-time faculty members for illnesses that extend beyond illness leave but do not exceed 6 months. For illness of more than six months, an optional Long-Term Disability Insurance is available to employees.
Maternity	(See detailed policy below)
Paternity/Adoption	Employees may use accrued vacation, otherwise these leaves are without pay.
Reserve Military Duty	The University will pay the difference between regular University pay and reserve military pay for up to two weeks per year.
Jury Duty	The University will pay the difference between the faculty member's regular University pay and the jury duty pay for as long as you are required to serve. The department chair should be informed as soon as possible (1) if a faculty member is called for jury duty, and (2) if a faculty member is impaneled on a jury.
Personal	Faculty members may use accrued vacation, otherwise leave is unpaid.

Maternity Leave Policy

The University grants a leave of absence for pregnancy, childbirth, recovery from childbirth, and breastfeeding. If you have completed one or more years of service as of the earlier of the date the leave begins or the date of birth, you may take a leave of up to 12 calendar weeks. During your maternity leave, your accumulated sick time will be applied to the leave. Should your accrued sick time be exhausted, the University will continue your salary for the duration of the 12-week leave. Employees who have accrued sick leave will be allowed to retain up to 3 days of sick time for use upon return from maternity leave; otherwise all accumulated sick time will be applied to the leave.

If you have completed less than one year of service, you may take a leave of up to eight weeks. During this leave, you are entitled to use sick leave benefits and earned vacation. Any portion of the leave not covered by sick and vacation pay will be unpaid.

Family and Medical Leave Policy

In accordance with the federal Family and Medical Leave Act of 1993, Tufts has established the following policy for faculty covered by the Faculty Handbook.

A Family and Medical Leave of Absence (FMLA) shall be defined as an approved absence available to eligible employees for up to 12 weeks of unpaid leave per year for the following circumstances:

- (1) to care for a newborn child or a child placed with the employee for adoption or foster care; or
- (2) because of the serious health condition of a child, parent or spouse* requiring the employee's participation in care; or
- (3) when the employee is unable to perform the essential functions of his/her own position because of a serious health condition**.

*This policy will include also the same-sex "domestic partners" of employees who have completed the required affidavit of domestic partnership used to qualify for same-sex domestic partner coverage.

**For purposes of this policy, a "serious health condition" is defined as an illness, injury, or physical or mental condition involving inpatient care or continuing treatment by a health care provider. Requests for leave for other seriously ill family members or members of an employee's immediate household may be considered on a case-by-case basis.

Eligibility

To be eligible for an FMLA leave an employee must have been employed for at least 12 months in total, and have worked at least 1,250 hours over the previous 12 month period. This means that an employee will be regularly scheduled to work at least 24 hours per week in order to qualify. Requests for leave by staff who regularly work less than 24 hours per week and thus may not satisfy the eligibility requirements for leave will be considered on a case-by-case basis.

Calculation and Definition of Allowable Leave

Based on certification and approval, a leave may be taken all at one time or may be taken intermittently or on a reduced time basis. FMLA leaves may be approved for a maximum of 12 weeks in a 12-month period. For purposes of this policy, a "rolling" 12-month period will be used, measured backward from the time an employee uses any FMLA leave.

Job protection under FMLA may supersede an employee's job protection under University policy. However, job protection under University policy runs concurrently with an FMLA leave.

Requesting Family Care Leave

Whenever possible, employees will be expected to give their supervisor at least thirty days of advance notice of a request for an FMLA leave. In the case of planned medical treatment, an employee should make a reasonable effort to schedule treatment in a way that does not disrupt the work of his/her department. When an employee's need for leave, or its approximate timing, is not foreseeable, the employee (or the employee's representative) should give Tufts notice as soon as possible.

Requests for FMLA leave may require the completion of a Tufts' FMLA Leave/Certification Form, which can be obtained by contacting your campus Human Resources Office. Periodic re-certification of the need for continued FMLA absence may be required through the course of a leave. Failure of an employee to comply with requests for medical certification may result in the denial of an FMLA leave.

Under some circumstances, Tufts may require a second medical opinion at the University's expense. If the first and second opinion differ, the University, at its own expense, may require the binding opinion of a third health care provider, approved jointly by the university and the employee.

In cases of reduced schedules or intermittent leave, a department supervisor may transfer the employee to an alternative position for the duration of the leave period to accommodate the needs of the work area. In such cases, the employee's salary rate and benefits should remain the same. The employee must make every effort to schedule intermittent days off or a reduced workday in such a manner so to have the least impact on productivity.

Coordination with Other Leave Benefits

- *Pregnancy, Childbirth/Adoption/Foster Care Placement*

An employee may request an FMLA leave in the event of the birth of his/her child or the adoption or foster care placement of a child. This leave must be completed within twelve months after the birth or placement of the child. Normally, this leave must be taken in a continuous period. Requests for a reduced schedule or intermittent leave will be considered on an individual basis, after approval of the supervisor and consultation with the Human Resources Office.

In keeping with current policy, employees eligible for a paid maternity leave must take their leave as necessary during pregnancy or at the time of childbirth, for the leave to be considered paid. Any accrued sick leave will be applied to the paid leave.

Employees who have a child placed with them for adoption or foster care placement, and parents of newborn children are eligible to apply for and complete an FMLA leave within 12 months of the placement or birth. Sick leave benefits are not applicable to these leaves. Earned vacation and/or personal days may be used. For more details, see the University Leaves of Absence policy.

- *Employee's own serious health condition*

If a leave is requested for an employee's own serious health condition, available sick time and/or approved extended illness leave (for non-exempt employees), shall be applied.

- Care of a child, spouse or parent who has a serious health condition

If a leave is needed to care for a seriously ill child, spouse or parent, available "illness in family" days will be applied and accrued vacation time may be substituted for unpaid leave.

Continuation of Benefits During Family and Medical Leave

If an employee is already enrolled in health, dental, life insurance or long term disability coverage, such coverage will continue during approved FMLA leaves. Employees are responsible for remitting payments during their leave.

Under IRS rules, contributions to the Tufts University Retirement Plan are not allowed during an unpaid leave. Employee deposits to the Flexible Spending Account(s) Programs also stop during an unpaid leave; however, incurred expenses may continue to be reimbursed for a limited period.

Employees should contact the Benefits Office for detailed information regarding benefits continuation and cost during an unpaid leave.

Confidentiality of Medical Records

The University is responsible for the strict confidentiality of medical records related to a staff member or family member's health condition. Applications for FMLA leaves will be retained in a confidential file in the Human Resources Office.

Conditions of Return from FMLA Leaves

Before an employee is reinstated following a leave for his/her serious health condition, a letter from his/her health care provider will be required, certifying that he/she is able to return to work and perform essential job functions. This letter from the health care provider should also indicate what accommodations, if any, are recommended. The University may deny reinstatement until such "fitness for work" certification is provided.

At the completion of the approved leave period, an employee will be reinstated to his or her former position or a position of equivalent classification and pay within his/her department. If the position has been eliminated (due to a reduction in force or other operational change under circumstances applying equally to other similar positions in the department), the Reduction In Force policy will apply, or efforts will be made to find other suitable employment at the University.

Academic Leaves of Absence

This policy is intended to supplement and implement the Tufts University "Definition of Policies Concerning Sabbatic Leave and Leave of Absence of Members of the Faculties of Tufts

University," which follows this section. Although leave policy differs in regard to sabbaticals and unpaid leaves, certain principles are common to both:

- Leave is a privilege, which may be granted upon proper application; it is not a guaranteed right.
- The applicant must demonstrate a valid reason or need for the leave.
- It must be determined that the granting of a leave request is consistent with the best interests of the School. The best interests of the School will be evaluated by reference to the teaching, research and service needs of the School. In particular, arrangements for appropriate substitute instructors will be considered, and faculty requesting leave are expected to assist in making such arrangements.
- No financial remuneration or release time will be awarded in lieu of any kind of leave granted but not taken.
- Faculty awarded a sabbatical or a leave without pay may or may not remain in residence. If in residence, however, they are not obligated to teach, hold office hours, advise students, participate in the activities of School or of University committees, or carry out any of the duties associated with their regular academic appointments. Depending on availability, faculty may continue to have office space and access to research facilities, including libraries.

Sabbatic Leaves

A sabbatical is granted to members of a faculty as a recognition of notable service through teaching and scholarly contributions and as an aid and inspiration to further achievements. Sabbaticals are intended to provide teachers with opportunities for scholarly development and contacts which will contribute to their professional effectiveness and to the value of their later service to Tufts University. A sabbatical may not be used for the purpose of recreation.

Eligibility and Opportunity

Sabbaticals are granted only on the approval of the Dean. The candidate for leave shall normally have served with professorial rank at Tufts for at least six years, but nothing herein contained shall limit the right of the Dean to enter into a special agreement concerning the time of the first sabbatical of a member of the faculty brought from another institution or organization. The opportunity for taking sabbatical at regular intervals is not absolutely guaranteed by Tufts University and will be granted only when the condition of the School and of the University in general is such that the professor's absence will not seriously impair the interests of the School. A faculty member who accepts a sabbatical is expected to return to the School. A sabbatical will not ordinarily be granted unless the applicant would, at the expiration of such leave, be eligible for continued service on a faculty of Tufts University for at least one year before retirement.

In certain cases, the Dean may count a full year of leave without pay as part of the consecutive years of service which are a prerequisite to a sabbatical. An applicant for leave without pay must include, on the leave application, a request that the time be so counted.

Periods of Leave and Compensation During Leave

A sabbatical may involve absence for an academic year at half-salary or for a semester at full salary. A member of the faculty on sabbatical is not to receive compensation for service in another institution or organization. This shall not be so construed, however, as to preclude either fellowships or other grants-in-aid for advanced study.

Application for Leave

A completed application form for sabbatical should be sent to the Dean via the Academic Dean. The applicant must have a well-considered plan for spending the leave in a manner clearly calculated to contribute to the best interests of the School. A detailed written statement of this plan, together with clear indications of its professional advantages, and a current curriculum vitae shall accompany the application. Application forms must be received in the Dean's office by December 1 preceding the academic year in which the sabbatical is desired. The letter from the Dean to the applicant approving the sabbatical represents a commitment both of the university and the faculty member. Therefore, no changes may be made in the plans for the leave without the written agreement of both parties.

Required Report

Upon returning to the University after sabbatical, the faculty member shall write a detailed report of activities during the leave and shall send the report to the Academic Dean for transmittal to the Dean, the Provost, the President, and the Trustees.

Unpaid Academic Leaves of Absence

Unpaid academic leaves are subject to approval by the Dean upon recommendation of the Academic Dean. Unpaid academic leaves of absence are distinct from unpaid personal leaves of absence. Unpaid academic leaves are usually not granted for a consecutive period of more than one academic year. In certain cases, the Dean may recommend that such a period of leave be counted as part of the consecutive years of service which are prerequisite to sabbatical. An applicant for leave without pay must include on the leave application a request that the time be so counted.

The letter from the Dean to the applicant approving the leave without pay represents a commitment both by the University and the faculty member. Therefore, no changes may be made in the plans for the leave without the written consent of both parties.

Leave During Probationary Period

A full year of unpaid leave will count as part of the probationary period leading to review for tenure, unless otherwise negotiated at the time that the leave is requested.

If leave without pay is requested for the year in which the individual would be scheduled to be reviewed for the award of tenure, normally that year must count as part of the probationary period, and the individual will be reviewed during the leave of absence.

If an individual requests leave without pay during his or her terminal year at Tufts, the granting of the leave will not extend the appointment beyond the year for which the appointment was originally made; that is, the year of leave will constitute the individual's terminal year.

Benefits

For faculty on unpaid academic leave, health, dental, and long-term disability coverage remain unchanged; life insurance and retirement, however, are proportional to one's actual salary during the period of leave. (For faculty on unpaid personal leave, life insurance and long-term disability coverage cease for the period of the leave. Health and dental coverage continue, but the faculty member pays the full cost of these benefits. If personal leave continues beyond two years, all benefits cease.) Specific questions should be addressed to the Benefits Office.

Definition of Policies Concerning Sabbatic Leave and Leave of Absence of Members of the Faculties of Tufts University

Adopted by the Board of Trustees, April 16, 1959

Amended by the Board of Trustees, April 27, 1968

Further amended by the Board of Trustees, March 6, 1971

Further amended by the Board of Trustees, May 19, 2001

Effective May 19, 2001

PREAMBLE

Sabbatic leave is granted to members of a faculty as a recognition of notable service through teaching and scholarly contributions and as an aid and inspiration to further achievements. Sabbatic leave is intended to provide professors with opportunities for scholarly development and contacts which shall contribute to their professional effectiveness and to the value of their future service to Tufts University. It is assumed that a faculty member who accepts leave intends to return to the university.

A. Eligibility and Opportunity for Sabbatic Leave

Sabbatic leave is granted only to those of professorial rank (assistant professor, associate professor, professor) and in consideration of the nature and period of service with such rank at Tufts University. The candidate for leave shall have served with professorial rank at Tufts for at least six years, but nothing herein contained shall limit the right of the president or his/her designee to enter into a special agreement concerning the time of the first sabbatic leave of a member of the faculty brought from another institution or organization. The opportunity for taking sabbatic leave at regular intervals is not absolutely guaranteed by Tufts University and will be granted only when the condition of the department involved and of the university in general is such that the professor's absence will not seriously impair the interests of the university. It is understood that consideration will be given to the special conditions in small departments, even though additional expense to the university may be involved. Sabbatic leave cannot ordinarily be granted unless the applicant would, at the expiration of such leave, be eligible for continued service on a faculty of Tufts University for at least one year before retirement.

B. Periods of Leave; Compensation During Leave

Sabbatic leave may be granted for a period not to exceed one year, during which period the professor shall receive one-half of his/her regular salary; or it may involve absence for one-half year with full salary. It is understood that a member of the faculty on sabbatic leave is not to receive compensation for services in another institution or organization without prior approval of the Provost. This shall not be so construed, however, as to preclude either fellowships or other grants for advanced study, or such occasional teaching, consulting, or other professional activities as may form an integral part of a program for advanced study. Approval of a plan for a faculty member to receive compensation from another organization during a sabbatic leave will be contingent upon the ability of the University to work out an agreement with the faculty member and the sponsoring organization that the Provost, in his/her sole discretion, believes adequately protects the University's interests in intellectual property.

C. Time and Requirements of Application for Leave

Completed application form (obtained from the Provost's Office) for leave should be addressed to the President of Tufts University via the chairman of the department concerned, the deans and the provost. The applicant must have a well-considered plan for spending the leave in a manner that will clearly contribute to the best interests of the university. A detailed written statement of this plan, together with clear indications of its professional advantages, shall accompany the application. Application forms should be received in the Provost's Office by January 1 preceding the academic year in which sabbatic leave is desired.

D. Leave of Absence

Leave of absence, without pay, may be granted at any time, for not more than one academic year. In certain cases the president and trustees may count such a period of leave as part of the consecutive years of service which are a prerequisite to sabbatic leave.

E. Required Report

Upon returning to the university after sabbatic leave, the professor is required to write a detailed report of activities during leave and shall transmit the same to the president and school dean in a form suitable for distribution to the trustees. The report is due no later than three months following return from leave.

Personal Leave without Pay

Upon application by the faculty member, recommendation by the department chair, and approval by the appropriate dean, the University may grant a leave without pay for personal reasons. During the period of a personal leave, the University does not contribute to the cost of any benefits; therefore, if a faculty member wishes to retain coverage, he/she must pay the full premium. Faculty should consult the Benefits Office to discuss coverage and payment of premiums.

Holidays

The University observes fourteen paid holidays throughout the year:

- New Year's Day - January 1*
- Martin Luther King Day - 3rd Monday in January
- President's Day - 3rd Monday in February
- Patriots' Day - 3rd Monday in April
- Memorial Day - last Monday in May
- Independence Day - July 4*
- Labor Day - 1st Monday in September
- Columbus Day - 2nd Monday in October
- Veterans' Day - November 11*
- Thanksgiving Day - 4th Thursday in November
- Day after Thanksgiving
- Christmas Eve - December 24***
- Christmas Day - December 25*
- Two Personal Days**

* When these dates fall on a Sunday, the holiday will be observed on the following Monday; when they fall on a Saturday, the holiday will be observed on the previous Friday.

** Each faculty member receives two personal days per fiscal year (July 1 to June 30). Sufficient notice should be provided when planning to take a personal day. In the first year of employment, faculty members receive two personal days if hired between July 1 and December 31 and one personal day if hired between January 1 and March 30. Personal days may not be taken during the probationary period. These days must be used each year and may not be accrued. Unused personal days are not paid upon termination.

*** When Christmas Day falls on a Tuesday, Wednesday, Thursday or Friday, the preceding day (Christmas Eve) will be an additional university holiday.

The University recognizes the right of employees to observe the holidays of their religion. At the employee's discretion, time taken for this reason may be considered vacation time, compensatory time, personal days, or absence without pay.

Vacation Policy

(Based on Memorandum from Sol Gittleman, Senior Vice President/Provost, June 17, 1986)

Faculty holding nine-month appointments, and those holding nine-month appointments paid over a twelve-month period are not entitled to vacation time with pay. Persons holding twelve-month appointments are entitled to one month of vacation leave (20 days) with pay each year, but such vacation leave may not be accumulated, nor may it be claimed as terminal leave after the effective date of the contract or resignation. Vacation time should be mutually agreed to with the Chair of the Department; in the absence of a Chair, with the School Dean. Tufts University has no obligation to assume responsibility for benefits lost through failure to apply for participation.

Salary Continuation and Benefits after Death of a Faculty Member

Upon the death of a full-time faculty member, the University will continue to pay the deceased faculty member's salary for the remainder of that academic year. The salary is payable to a beneficiary or to his or her estate. Applications for this benefit should be directed to the Office of the Vice President. Any child of a full-time faculty member who is receiving tuition assistance at the time of the death of the faculty member will continue to receive tuition assistance until the child's specific academic program is completed.

Activities and Opportunities for Emeriti Professors

Tufts University wishes to make certain that we participate, insofar as it is within our means and resources, in the life of our faculty during their retirement. While constraints of space and resources may limit us in more fully responding to the needs of our emeriti faculty, we are committed to trying. Please feel free to send suggestions to the Office of the Provost, Ballou Hall.

Communications

The Office of the Provost is attempting to maintain a mailing list of emeriti and to supply labels, upon request. We need the help of departments/schools and emeriti to keep these lists up to date.

Retired faculty will be put on mailing lists for University publications such as the CRITERION and TUFTS JOURNAL. The faculty member must submit the proper address to the Office of Communication, Sweet Hall, with their request.

Departmental Services

Departments are urged to maintain an active list of their retired faculty and to make certain that all appropriate departmental events are part of mailings to emeriti faculty (unless they ask for their names to be deleted from the mailing list). They should be invited to departmental colloquia, lectures, and professional and social functions.

Faculty Meetings

Retired faculty may be invited to attend faculty meetings, without vote, of the appropriate school or college. They may request agenda mailings from the Secretary of the appropriate Faculty.

Fitness Center

There is a new Fitness Center in Cousens Gym. If emeriti would like to request admission to use the Center, they should get in contact with Rocky Carzo at 627-3232.

Library Privileges

Retired faculty members should maintain their Tufts ID cards to have access to the Tufts Library Systems as well as for other events and activities on campus. At Wessell Library, when

faculty retire, they are deleted automatically from the computer file. As a result, if they want to retain library privileges, they need to go to Wessell Library and explicitly register. Retired faculty may request carrel space in the Arts and Sciences Library on the Medford campus to be assigned when available.

Mentoring and Teaching

At times, there are opportunities for emeriti to teach part-time in their departments. There may be mentoring and teaching possibilities through the Experimental College as well. Please contact the Director, Robyn Gittleman, if you are interested.

Parking

Emeriti faculty on the Medford campus may request a parking card without charge from the Office of the Provost, to use when parking on the Medford campus. The Grafton faculty may apply to Security on the Grafton campus for a sticker and the fee will be waived. The Boston Security Office does not issue Tufts stickers to faculty and therefore this arrangement may not extend to the Boston campus.