I. Introduction

A. The University

Illinois Institute of Technology (IIT) is an independent, non-sectarian, co-educational, and urban university emphasizing education for the professions, research, and scholarship. The university offers programs in engineering, science, architecture, law, business, psychology, and design, and is a member of the Association of Independent Technological Universities. With its contract research arm, IIT Research Institute (IITRI), IIT is a major center of applied science and engineering research. IIT has five campuses in the Chicago area: the Main Campus on Chicago’s mid-South Side; the Downtown Campus in Chicago’s West Loop; the Daniel F. and Ada L. Rice Campus in west suburban Wheaton; the Moffett Campus in south suburban Bedford Park, where the National Center for Food Safety and Technology is located; and the Institute of Design (ID) at 350 N. LaSalle St., in Chicago. In the 1950s, the university’s Main Campus was designed by master architect Ludwig Mies van der Rohe and has been designated one of the 200 most architecturally significant sites in the United States. The opening in 2003 of a new campus center designed by Rem Koolhaas and a dormitory by renowned architect Helmut Jahn has broadened and enhanced the architectural significance of the Main Campus.

B. History

In 1890, when advanced education was often reserved for society’s elite, Chicago minister Frank Gunsaulus delivered what came to be known as the “Million Dollar Sermon.” From the pulpit of his South Side church—near the site IIT now occupies—Gunsaulus said that with a million dollars he could build a school where students of all backgrounds could prepare for meaningful roles in a changing society. Industrialist Philip Danforth Armour heard Gunsaulus’ sermon and came to share his vision. He agreed to finance the endeavor with the stipulation that Gunsaulus become the first president of Armour Institute.

When Armour opened in 1893 it offered professional courses in engineering, chemistry, architecture, and library science. Armour Research Institute, the predecessor to IITRI, was formed in 1936 as the university’s not-for-profit research arm. It applied science and technology to solve problems for industry and government.

IIT was created in 1940 by the merger of Armour Institute with Lewis Institute, a West Side Chicago college that offered liberal arts as well as science and engineering courses. In 1949 the Institute of Design merged with IIT, thereby bringing to the university the teachings of ID’s founder, Laszlo Moholy-Nagy, whose work altered the history of photography, film, and typography.

In 1969 IIT became one of the few technology-based universities with a law school when Chicago-Kent College of Law, founded in 1888, became part of the university. Stuart School of Business was added in 1969, funded by a gift from the estate of Lewis Institute alumnus and Chicago financier Harold Leonard Stuart. The Midwest College of Engineering, founded in 1967, joined the university in 1986 to form the nucleus of what is now the Rice Campus in Wheaton. A gift of buildings by CPC International in south suburban Bedford Park in 1988 made possible the IIT Moffett Campus. The Downtown Campus, a 10-story building at 565 W. Adams St. in Chicago’s West Loop, opened in January 1992, and is home to the law school, some programs of the business school, as well as the master’s degree program in public administration.
In early 1998 the Institute of Design moved from the Main Campus to the building then known as the Steelcase Building in Chicago’s River North section, a step designed to help ID expand its continuing and executive education programs and to bolster graduate enrollment. In 2002 a majority of the assets of IITRI were sold to Alion Science and Technology Corporation, a for-profit company whose sole shareholder is an Employee Stock Ownership Plan formed and owned by former employees of IITRI. IITRI, consisting primarily of its Life Sciences Operation, continues as an independent not-for-profit corporation controlled by the university.

In November 1996, longtime trustees Robert A. Pritzker and Robert W. Galvin offered the university a record-breaking $120 million challenge grant, launching the five-year IIT Challenge, a campaign that helped to spur IIT’s revitalization and to assure its leadership in higher education for decades to come. The funds were used to provide scholarships for outstanding students, to facilitate faculty development, and to support and upgrade university facilities, including construction of the new McCormick Tribune Campus Center designed by Dutch architect and Pritzker Prize awardee Rem Koolhaas, and a new residence hall designed by the internationally renowned Helmut Jahn.

C. A Record of Accomplishment

Even more impressive than the physical growth of the university over its first century is the remarkable record of accomplishment by its students, faculty, and alumni. Lee DeForest, “Father of the Radio,” conducted his first long-distance broadcasts from the roof of Main Building while on the Armour faculty. Jazz great Benny Goodman and journalist Dorothy Thompson distinguished themselves after studying at Lewis. S. I. Hayakawa, world-renowned expert in semantics, taught at IIT and wrote the best-selling book, Language in Action, while on the faculty. Nobel Laureate Herbert Simon wrote his groundbreaking book, Administrative Behavior, while professor and department chair of political science at IIT from 1942–1947. The only known recording from the 1940s of survivors displaced by Germany in World War II was obtained in 1946 via wireless recording by psychology professor David P. Boder. Chicago-Kent graduate Richard Ogilvie capped a distinguished career with election to the office of governor of Illinois. IIT architects and engineers have literally shaped the Chicago skyline, helping to design and construct such landmark buildings as the Sears Tower, the John Hancock Building, McCormick Place, Lake Point Tower, Marina City, River City, and Water Tower Place.

More recently, IIT alumnus Martin Cooper led the team that pioneered cellular telephone technology at Motorola, Inc. Students from the Institute of Design have won the Osaka Biennial Design Competition’s prestigious Grand Prize twice, besting international student, faculty, and professional teams of designers. In 1990 President George H. W. Bush awarded research professor and alumnus Marvin Camras the National Medal of Technology, the highest honor bestowed by the President for technological achievement. Camras held more than 500 patents and was inducted into the Inventors Hall of Fame as the “Father of Magnetic Recording.” The Camras scholarships launched by IIT in 1996 to attract the best and brightest high school students to careers in engineering are named in his honor.

II. Mission

“To provide distinctive and relevant education in an environment of scientific, technological, and professional knowledge creation and innovation.”
The schools envisioned more than 100 years ago when the predecessors of IIT were created today have become a university offering a bold intellectual agenda for a changing world. Educating the women and men who will become tomorrow’s leaders is fundamental to IIT’s mission.

While IIT’s core mission entails education and research, the university also recognizes its importance to the life of the historic Bronzeville neighborhood in Chicago where its Main Campus is located. As one of the major anchor institutions in this neighborhood, IIT plays a key role in the area’s economic renewal.

III. Academic Governance

A. The Board of Trustees

The Board of Trustees is charged with final responsibility for the operations of IIT. The Board assesses the performance of the university and its president to assure that IIT serves the public interest in its chosen range of activities. The Board assures the prudent management of IIT’s finances, leads in providing the resources needed to carry out the university’s objectives, protects the university from undue external pressures, and functions as a bridge between IIT and the outside community. The Board is composed of prominent business, industrial, community, and professional leaders who place their time, talents, and resources at the disposal of the university. The names of the members of the Board of Trustees are listed in major university publications.

B. Academic Administration

Responsibility for carrying out resolutions of the Board of Trustees and for implementation of its policies is placed upon the President and those to whom the President may delegate responsibility. The Provost administers the academic-related support services through the academic unit heads and other administrative officers. Objectives of the academic administration include creating and supporting an outstanding community of faculty and students, providing a working environment that facilitates scholarly achievement, and planning the long-range development necessary for IIT’s continuing progress.

C. Academic Units

An academic unit is a degree-granting group of faculty having among its members one or more tenured faculty whose primary appointment is in that unit. The current academic units are Chicago-Kent College of Law; the Stuart School of Business; the College of Architecture; the Graduate School of Design; the School of Applied Technology; and the Departments of Applied Mathematics, Biological and Chemical Sciences, Physics, Biomedical Engineering, Chemical & Biological Engineering, Civil, Architectural & Environmental Engineering, Computer Science, Electrical & Computer Engineering, Humanities, Mathematics & Science Education, Mechanical Materials & Aerospace Engineering, Psychology and Social Sciences.

D. The Faculty

The IIT faculty consists of all individuals who hold regular full-time faculty appointments at the university, including the President and the Provost. Those who hold adjunct professorial rank and teach at least three 50-minute periods per week per semester, or the equivalent, also are considered members of the faculty. Senior research associates and research associates hold academic appointments but are not members of the faculty. The undergraduate and graduate bulletins, and the university’s web site, list the
members of IIT’s faculty. Specific voting privileges of various categories of faculty are discussed in Appendices A, B, and Q of this Handbook.

Active emeriti faculty members and tenured and tenure-track faculty members hold voting rights as members of the faculty and are classified as “regular voting members”. Active emeriti faculty members are those emeriti faculty members who continue to participate in university affairs. On or before September 30 of each year, each academic unit will provide to the Office of the Provost a list of those emeriti faculty members who meet this definition and should be considered as active emeriti faculty members for that academic year. In order to provide suitable representation at faculty meetings to colleges, schools, departments, centers and institutes, the voting faculty may extend membership and voting rights to other persons as provided in the constitution and by-laws of the IIT faculty. (Appendices A and B.)

Meetings of the university faculty are held at least twice each year, at which time the University Faculty Council (sometimes referred to herein as the “UFC”) reports its deliberations, decisions, and actions. At its meetings the Faculty may act on matters of particular significance brought before it by the University Faculty Council, the President or the Provost. The President serves as president of the Faculty. The Secretary of the University Faculty Council serves as Secretary of the Faculty. Members of the Faculty are organized into academic units, as described in the preceding section.

E. Constitution and By-Laws of the Faculty of Illinois Institute of Technology

The IIT Faculty Constitution and By-Laws (see Appendices A and B, respectively, for the full text of each document) describe the composition, structure, and functions of the University Faculty Council and the Faculty Senate. These documents set forth the procedures for selection of officers of the Faculty, election of UFC members, and conduct of Faculty meetings. The composition and functions of faculty standing committees are also discussed. These documents are subject to the review and approval of the Board of Trustees.

IV. Conditions of Academic Appointment

A. Locus of Authority

IIT is a private university. The ultimate authority to determine policy and conditions of academic appointment resides with the Board of Trustees and is vested by the Board in the President and the Provost. Working procedures have been developed for obtaining the advice and recommendations of the faculty and members of the academic administration concerning decisions involving policy changes and the selection, retention, promotion, advancement to tenured status, and termination of faculty members. These procedures and their implementation remain subject, however, to the approval of the Board of Trustees and those named to administer its directives.

B. Faculty Appointments and Faculty Ranks

All full-time faculty positions fit into one of the following four categories. Some of the ranks require further definition by the academic units using them. However, the following standards apply to all faculty in those categories holding these ranks. Procedures for review and renewal are set out in Appendix C for persons holding Category I ranks and in Appendix Q for persons holding Category II and III ranks. Appendix Q also contains information regarding limits on the number of appointments in those categories and on voting rights. Other ranks may be added to Categories II and III upon approval of the President, the UFC, and the IIT Faculty.
1. Category I

Tenured and tenure-track faculty constitute Category I faculty. These are the traditional ranks, and individuals holding these ranks form the “core” of the faculty. Their roles in teaching, research, and service are well understood. Active professors emeriti are also Category I faculty.

a. **Professor**

Appointment to the rank of professor carries permanent tenure. Such appointment shall be continued until (1) retirement, (2) resignation, (3) dismissal with cause as set forth in Appendix J, or (4) declaration by the Board of Trustees that the university is suffering from extraordinary financial exigency. In cases where the first appointment at IIT is in this rank, the award of continuous tenure shall be subject to consideration under the university’s procedures for promotion and granting of tenure.

b. **Associate Professor**

Promotion to the rank of associate professor from the rank of assistant professor carries continuous tenure under the same provisions and limitations as apply to professor. In cases where the first appointment at IIT is in this rank and is without tenure, such appointment shall be for a four-year term and shall be subject to notification of termination or award of tenure at the end of three years. An associate professor in his or her third year may petition the academic unit head to defer consideration to the fourth year. However, if the request for deferral is granted and tenure subsequently is not awarded, the fourth year constitutes the terminal year and there can be no extension of the terminal contract. In cases where the first appointment at IIT is in this rank with tenure, the award of tenure shall be subject to consideration at the time of hire under the university’s procedures for promotion and granting of tenure. Typically, time spent on leave of absence by an untenured faculty member is not counted as part of a probationary appointment at IIT. However, agreement on whether or not a leave of absence is to be considered part of a probationary term must be reached before approval of the leave of absence is granted, except as otherwise provided in the Faculty Family Policy, included in the Supplement to the Handbook. Under that Policy, leaves of absence for birth or adoption of a child do not require prior approval and time spent on such leaves are not counted as part of the probationary appointment.

c. **Assistant Professor**

Two options are available for the appointment or reappointment of an assistant professor: (1) an initial probationary period of four years, with a possible renewal for a term of three years; or (2) an initial probationary period of three years, with a possible renewal for a term of four additional years. Each academic unit shall publish its policy as to which option it follows. The policy must be uniform for each assistant professor appointee within that academic unit. An assistant professor must be considered for tenure no later than his or her sixth year in this rank at IIT. An assistant professor in his or her sixth year may petition the academic unit head to defer consideration to the seventh year. However, if the request for deferral is granted, and tenure is not awarded, the seventh year constitutes the terminal year and there can be no extension of the terminal contract. An assistant professor’s appointment shall be terminated if the faculty member is not promoted prior to, or at the end of, the second appointment. Notice of termination of appointment at the end of the first or second terms shall be given at the end of the year preceding the terminal year of the appointment. Typically, time spent on leave of absence by an untenured faculty member is not counted as part of a probationary appointment at IIT. However,
agreement on whether or not a leave of absence is to be considered part of a probationary term must be reached before approval of the leave of absence is granted, except as otherwise provided in the Faculty Family Policy, included in the Supplement to the Handbook. Under that Policy, leaves of absence for birth or adoption of a child do not require prior approval and time spent on such leaves are not counted as part of the probationary appointment.

d. Emeritus Faculty

Appointment to the rank of associate professor emeritus, professor emeritus, or distinguished professor emeritus may be awarded to a retiring full-time tenured faculty member in recognition of his or her distinguished service to the university. The appointment is made upon the joint recommendation of the academic unit, the dean of a college (in the case of an academic unit that is located within a college with departments) and the Provost. Notice of the appointment is given by letter from the President or from such other academic administrator as the President may designate. The list of emeritus faculty is published in the undergraduate and graduate bulletins and on the university’s web site. Active emeritus faculty can be principal investigators in research and sponsored program proposals and advise graduate student research as primary advisor but only with a tenured or tenure-track faculty member as co-principal investigator in the research proposal and as co-advisor of the student.

2. Category II

Long-term, non-tenured faculty constitute Category II faculty. These ranks are intended for faculty members who make a long-term commitment to the university, but who do not serve in roles that ordinarily would qualify them for tenure. Faculty members in this category will have contracts from one year to five years in duration, with no limit on the number of renewals, except as otherwise provided below for assistant professors of legal writing. A renewal of a contract may be for a shorter or longer term than the term of the predecessor contract. In the case of a faculty member who is in his or her sixth through tenth year of service with the university, and who is not going to receive a renewal of his or her contract, notice of such non-renewal shall be given to him or her by the academic unit head at least one academic year prior to the expiration of his or her current contract. In the case of a faculty member with eleven or more years of service with the university and who is not going to receive a renewal of his or her contract, notice of such non-renewal shall be given to him or her by the academic unit head at least two academic years prior to the expiration of his or her final contract. If timely notice is not given to the faculty member, he or she shall receive a terminal contract at least equal to the period of time that the notice was untimely. For example, if notice is given eight months late, the faculty member shall be entitled to a contract of at least eight months’ duration.

a. Clinical Professor

Clinical faculty members are those who bring professional expertise to the classroom, but who usually do not participate in academic research and/or scholarship. Three faculty ranks have been established for clinical educators: clinical assistant professor, clinical associate professor, and clinical professor. An academic unit may determine the length of a clinical faculty member’s contract, within the one- to five-year terms described above.

Appointment to a clinical rank carries no implication of tenure or continuing connection with the university beyond the contract term. The renewal of a contract is subject only to the needs of the academic unit and the mutual agreement of the individual and the university. Academic
responsibilities and compensation are determined by the director or dean of the college or school in which the individual is employed, and specified in the contract between the university and the clinical faculty member.

b. **Studio Professor**

Appointment to the ranks of studio professor, studio associate professor, and studio assistant professor are made to recognized outstanding practitioners who may continue to practice in their fields. The renewal of a contract is subject only to the needs of the academic unit and the mutual agreement of the individual and the university. Workload and compensation are determined by the academic unit head and specified in the contract between the university and the studio professor.

c. **Senior Lecturer and Senior Instructor**

Appointment to the rank of senior lecturer and senior instructor is made to an individual who is committed to teaching and other professional activities, but who ordinarily does not participate in academic research and/or scholarship. The renewal of a contract is subject only to the needs of the academic unit and the mutual agreement of the individual and the university. Workload and compensation are determined by the academic unit head specified in the contract between the university and the individual.

d. **Legal Writing Professor**

Professors of legal writing are those who have demonstrated excellence in teaching legal writing and doctrinal law courses and who are active participants in institutional service and in the intellectual life of the law school. The term for this rank is an initial appointment of two years as an assistant professor of legal writing, based on the vote of the tenured faculty to recommend the appointment to the dean. Such appointments may be renewed for a maximum of two additional years. The terms for appointments to the rank of associate professor of legal writing and professor of legal writing shall be for three and five years, respectively, and are made by the dean upon the recommendation of the appropriate law school committee.

e. **Industry Professor or Industry Associate Professor**

Appointment to the rank of industry professor or industry associate professor is made to an individual with substantial experience in business or industry who will bring his or her professional expertise to teaching and other professional activities, not including research. Course load and compensation will be determined by the academic unit head and specified in a contract between the faculty member and the university. Renewal of the contract is subject to only the needs of the academic unit and the mutual agreement of the individual and the university.

3. **Category III**

Full-time, short-term faculty with little university commitment, including visiting and research faculty, constitute Category III faculty. Faculty members in this category receive contracts for one or two years; they may serve for no more than four years in a period of seven years. However, appointments to the ranks of distinguished research professor, research professor, research associate professor, and research assistant professor are not subject to these durational limitations. Notice of renewal or non-renewal shall be given by the end of the last academic year of the contract in force.
a. Visiting Faculty

Appointment to any of the visiting ranks is not permanent and carries no implication of tenure or continuing connection with the university. Such an appointment is made on an annual basis. Generally the period of service as a visiting member of the faculty shall not be extended beyond two years, although under special circumstances appointment may be continued on an annual basis for a period not to exceed another two years. Academic responsibilities and compensation are determined by the academic unit head and specified in a contract between the university and the individual.

b. Distinguished Research Professor

Appointment to the rank of distinguished research professor is made to a person who has achieved preeminence in his or her field of expertise, as defined in Appendix O regarding the honorific title of distinguished professor. This appointment may be made to a person who has been affiliated with another university, a research laboratory, or an industrial organization, as well as to an IIT professor who has retired. Such an appointment is made on an annual basis and carries no implication of tenure or continuing connection with the university. Renewal of the appointment is subject only to the needs of the academic unit and the mutual agreement of the individual and the university. A distinguished research professor may serve with a tenure-track faculty member as a co-adviser, but not as a sole adviser, for graduate students. Workload and compensation are determined by the academic unit head and specified in a contract between the university and the individual.

c. Research Professor and Research Associate Professor

Appointments to the rank of research professor and research associate professor are made to recognized outstanding professionals who may continue to practice in their fields. Such an appointment is made on an annual basis and carries no implication of tenure or continuing connection with the university. The terms of each annual appointment are subject to the needs of the department and the mutual agreement of the individual and the university. A research professor or a research associate professor may serve with a tenure-track faculty member as a co-adviser, but not as a sole adviser, for graduate students. Workload and compensation are determined by the academic unit head and specified in a contract between the university and the individual.

d. Research Assistant Professor

Appointment to the rank of research assistant professor is made to a professional who shows promise of developing into an outstanding researcher in his or her field. Such an appointment is made on an annual basis and carries no implication of tenure or continuing connection with the university. The terms of each annual appointment are subject to the needs of the academic unit and the mutual agreement of the individual and the university. A research assistant professor may serve with a tenure-track faculty member as a co-adviser, but not as a sole adviser, for graduate students. Workload and compensation are determined by the academic unit head and specified in a contract between the university and the individual.

e. Instructor and Lecturer

Appointment to the ranks of instructor and lecturer are not permanent and carry no implication of tenure or continuing connection with the university. Such an appointment is made on an
annual basis. Workload and compensation are determined by the academic unit head and specified in a contract between the university and the individual.

4. **Category IV**

This category includes highly distinguished faculty who may be appointed directly by the President in recognition of their national reputations.

**University Professor**

Appointment to the rank of university professor is made by the President in the case of prestigious members of the academic or other professional community. The terms of appointment are set by the President.

In the case of an initial proposed appointment of an individual who will be affiliated with an academic unit, the nominee’s appointment shall be subject to review by, and the consent of, the relevant Academic Unit Committee on Promotion and Tenure (AUCOPT).

An affirmative recommendation by the AUCOPT shall be reviewed by the University Committee on Promotion and Tenure (UCOPT), which shall submit a recommendation to the President, which recommendation shall be accompanied by the documentation received from the AUCOPT.

In the case of a proposed initial appointment of an individual who will not be affiliated with an academic unit, the nominee’s appointment shall be reviewed by the UCOPT, which shall submit a recommendation to the President.

Renewals of appointments may be made by the President without additional reviews by the relevant AUCOPT or by the UCOPT, unless the President requests a review.

In the case of a university professor who is affiliated with an academic unit, workload and compensation are determined by the academic unit head and are to be specified in a contract entered into between the university and the university professor.

5. **Other Academic Appointments**

   a. **Adjunct and Part-Time Faculty**

       Adjunct and part-time faculty appointments are made on a year-to-year, semester-to-semester basis. Such appointments are not permanent and carry no implication of continuing connection with the university. Workload and compensation are determined by the academic unit head and are specified in a contract between the university and the individual.

   b. **Senior Research Associate**

       Appointment as a senior research associate is made by the Dean of the College or School to an individual who holds an earned doctorate and who possesses special qualifications for making significant professional contributions to the research projects in which he or she is engaged. This is a full-time academic appointment. Although not a faculty member, a senior research associate is ordinarily considered equivalent in rank and privileges to an assistant professor. An individual holding this appointment is eligible to participate in teaching activities on a part-time basis. An appointment is made for a specified period, is renewable annually, and carries no implication of continuing connection with the university or of eligibility for tenure. In general,
the maximum period for such an appointment is five years, although in appropriate cases this
may be extended. Workload and compensation are determined by the academic unit head and
are specified in a contract between the university and the individual.

c. **Research Associate**

Appointment as a research associate is made by the Dean of the Graduate College to an
individual whose highest degree is the master’s degree and who is not pursuing a graduate
degree program at IIT. This is a full-time academic appointment. Although not a faculty
member, a research associate is ordinarily considered equivalent in rank and privileges to an
instructor. An appointment is made for a specified period, is renewable annually, and carries no
implication of continuing connection with the university or of eligibility for tenure. In general,
the maximum period for such an appointment is five years, although in appropriate cases this
may be extended. Workload and compensation are determined by the academic unit head and
are to be specified in a contract between the university and the individual.

6. **Administrative Officers with Faculty Rank**

Appointment to an administrative position does not carry with it tenure. An administrative officer
holding faculty rank is subject to the tenure provisions specified for the various academic ranks only
insofar as his or her faculty status is involved.

7. **Notification of Appointment**

The terms and conditions of every new appointment to the faculty of IIT will be stated or confirmed
in writing and a copy of the appointment document will be provided to the newly appointed faculty
member. Every full-time faculty member will be informed annually of the renewal or termination of
her or his appointment. Notification of renewal of appointment will include specification of all the
terms and conditions of the appointment. Any modifications of the terms of an appointment or any
conditions agreed upon after the original appointment document has been transmitted to the faculty
member shall be stated or confirmed in writing and a copy shall be given to the faculty member.

8. **Equal Opportunity/Affirmative Action**

IIT is an Equal Opportunity/Affirmative Action employer. Candidates for promotion and new
faculty positions are evaluated by the established academic criteria, and in compliance with federal,
state, and local requirements. IIT is firmly committed to its affirmative action goals as set forth in its
affirmative action plan, which is available in the General Counsel's Office. Without sacrificing
academic standards, IIT is mindful of those goals in hiring new faculty. A candidate's membership in
a group that is under-represented on IIT's faculty is one of the factors that shall be considered in
hiring decisions. Candidates for promotion and/or tenure are evaluated by established academic
criteria and in full compliance with all nondiscrimination laws and regulations.

9. **Faculty Promotions and Tenure**

It is the policy of IIT to ensure excellence in the quality of its faculty and to recognize the interests
of its faculty members through the principles concerning conditions of appointments and the
awarding of tenure (See Appendix C.) as set forth in the *Revised Standards and Procedures for
Promotion and Tenure.*
10. Faculty Interaction with IITRI

IIT and its affiliate, IIT Research Institute (IITRI), constitute a significant concentration of resources for education and for scientific and engineering research. Basic research is an essential function of IIT and of IITRI. Applied research and the related activities of development, inventions, and commercialization are also important missions of IITRI. All of these activities are complementary. Thus, it is an objective of IIT to encourage coordination, cooperation, and information transfer between IIT and IITRI, thereby optimizing the resources available for the conduct of scientific and engineering activity. Degree-granting education programs are the special province of IIT and the university is the only source of such activity on the IIT campus.

V. Professional Concerns

A. Academic Freedom

IIT recognizes the importance of academic freedom for unhampered inquiry and exchange of ideas essential to the intellectual life of an institution of higher learning. Academic freedom is a right of every faculty member and every student. It implies the obligation to respect and to support the academic freedom of all other members of the university academic community. The responsibility for preserving academic freedom at IIT rests equally with the faculty and the administration. Academic freedom for the teacher implies the right to an unfettered search for truth and its exposition in his or her chosen field of expertise or scholarship. For the student, academic freedom implies the right to pursue programs of instruction of his or her own choosing at this or any other accredited institution within the standards and procedures governing academic programs at the respective institutions.

Specifically, the following principles of academic freedom contained within the American Association of University Professors’ 1940 Statement of Principles are endorsed by IIT:*  

Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free exposition.

a) Teachers are entitled to full freedom in research and in the publications of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

b) Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Limitations of academic freedom because of other aims of the institution shall be clearly stated in writing at the time of appointment.

c) College or university teachers are citizens, members of a learned profession and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As

*Endorsement of the statement contained within the 1940 Statement of Principles as set forth herein does not imply acceptance of any subsequent interpretations, amendments, or additions hereto.
scholars and educational officers they should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others and should make every effort to indicate that they are not speaking for the institution.

B. Policy Regarding Equal Opportunity in Education and Employment

It is, and shall continue to be, the policy of the university to provide equal employment opportunities to all employees and job applicants. This policy insures that applicants are employed and that employees are treated during employment without regard to their race, religion, gender, age, marital status, national origin, arrest record history, veteran status, sexual orientation, transgendered status, or disability. This policy shall apply, but not be limited to, the following employment practices: locating sources of qualified applicants; recruitment or recruitment advertising; hiring; upgrading; demotion; transfer; layoff; termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, reasonable accommodations will be provided to qualified individuals with disabilities.

It is the intention of IIT to act in accordance with all regulations of the federal, state, and local government with respect to providing equality of opportunity in employment and in education, insofar as those regulations may pertain to IIT. IIT prohibits and will act to eliminate unlawful discrimination.

Any student, applicant for admission or employment, or employee of IIT who believes that he or she has received inequitable treatment because of discrimination that violates IIT’s stated policies of equal opportunity in employment and in education should communicate, either in writing or in person, with the Affirmative Action Officer, IIT Tower, Suite 1900-SW, Illinois Institute of Technology.

C. Policy Regarding Equal Access to University Library Resources

IIT libraries are pivotal to the university’s objectives and to its commitment to excellence in teaching and research. Access by all faculty to library resources and services is critical to the quality of teaching and to the research efforts of the faculty. Although the libraries on the three campuses, which have them Main, Downtown and Moffett, have been developed to meet the particular requirements of campus, it is specifically recognized that together they form the IIT Library System. All IIT faculty have equal access to the services and resources of all libraries within the Library System. In implementing this equal access policy, campus libraries may require faculty members to follow procedures that are necessary for the efficient operation of the library. All university libraries work together cooperatively.

VI. Faculty Responsibilities

A. The Academic Year

The academic year is a period of about nine months, beginning with the first day of orientation in the fall and concluding with commencement exercises in the spring. Faculty members may have the opportunity to perform additional teaching, research, or administrative duties during the summer months for extra compensation. During each semester and summer period faculty members are expected to conduct their scheduled classes and to carry out other academic assignments and responsibilities.

Both the period between semesters and the spring recess provide time for faculty members to concentrate on research, to develop new courses and programs, and to engage in other activities appropriate to enhancing general faculty performance.
A faculty member is expected to discuss contemplated absences during the academic year or summer period with his or her academic unit head as far in advance as possible to avoid disruption of normal academic unit activities.

Any regular faculty member may be called upon to teach one evening course per semester without extra compensation as a part of his or her regular teaching load, but only if there is a corresponding reduction in his or her daytime teaching load.

B. Summer Session

During the summer session faculty members are free to make other professional engagements either at IIT or elsewhere. Teaching and/or research assignments at IIT during this period are neither mandatory nor guaranteed. Summer teaching assignments depend on courses scheduled and adequate enrollment and are usually available on a rotating basis to faculty qualified to teach the courses offered. Full-time faculty summer salary is the smaller amount of 60 percent of the tuition or 1/27 of salary per credit hour. Part-time faculty compensation will be negotiated. Law school faculty should consult with their dean regarding summer session pay.

Faculty supported by external grants are entitled to receive additional compensation for summer activities as allowed by the grant budget, and subject to a policy set by the Provost in consultation with the University Faculty Council. This policy shall be uniformly applied across all academic units.

C. Consulting and Other Outside Professional Activities of Faculty Members

University programs are enhanced by active participation of faculty members in outside professional and civic activities. It is expected that all faculty members engaged in such activities conduct themselves in a manner that reflects credit on themselves, their professions, and the university. In all such work it should be made clear that IIT is not involved in any way even though the person is a member of the IIT faculty. Thus, for example, faculty should not utilize university letterhead for such matters.

Within IIT the various professional and academic disciplines differ widely in their traditions and in their need for, and the availability of, consultation or other activities with outside organizations and individuals. It is impossible to establish a single set of specific rules on the proportion of a faculty member’s time appropriate to such outside work. A faculty member’s professional outside activities are considered productive as long as they do not interfere with his or her performance in the on-campus activities that are his or her principal responsibility. Because the capacity for work, stamina, and effectiveness of different individuals vary significantly, it is recognized that in specific cases the amount of time appropriate to outside activities, within the above criteria, also may vary. Generally, however, it is expected that outside activities should not, on the average over the academic year, exceed the equivalent of one day per week. Faculty members are required to report such activity to the appropriate academic unit head when such activity is in excess of that average.

It is the responsibility of the academic unit head to determine whether obligations to IIT are not being met because of a faculty member’s outside activities. The academic unit head shall consult with the faculty member in an attempt to resolve any problems. If necessary, the academic unit head shall set appropriate limits on these activities and shall inform the faculty member of the reason(s) for so doing in writing.

Faculty members are expected to specify the relationships among themselves, outside service consumers, and students so that there is a clear delineation between university activities and outside activities. In all cases faculty members are expected to fulfill their regular full teaching and research responsibilities.
before accepting additional outside work. Because of resource and liability concerns, faculty members may not use university space, property, or expendable equipment for outside consulting work without explicit approval of the activity by the appropriate academic unit head. Faculty members may be required to pay university overhead relevant to such activities as determined through agreement with the academic unit head. Faculty members cannot act as outside consultants to projects for which IIT has a contract, except with the express approval of the Provost.

In view of the special nature of the professor-student relationship, faculty members will not receive extra compensation for additional services provided for students enrolled at IIT. Students shall not work with faculty or staff on projects or tasks, including but not limited to consulting services that fall outside regular research, professional, and curricular activities, without an explicit understanding of how such endeavors will benefit the student through experience, compensation, or both. Faculty members must honor the right of students to decline participation in activities not part of the regular academic or university program.

A full-time faculty member at IIT may not be engaged simultaneously in any other full-time occupation during the academic year or assigned summer period. Teaching in other institutions by full-time faculty members during the academic year or assigned summer period generally is not approved. Such service is allowable only under special arrangements approved in advance by the academic unit head.

**VII. Responsibilities in Student-Faculty Relationships**

A. Change of Time and Place for Meeting Class

In general, a change by a faculty member in the time and/or place for holding a class is discouraged. In special circumstances, arrangements for changing the location and/or time of a class may be made through the appropriate academic unit office. Prior to the completion of such arrangements faculty members are expected to hold their classes at the times and places originally specified. Changes shall be communicated to the academic unit head.

B. Class Attendance by Students

Because class attendance is an integral part of education, faculty members are expected to hold their students responsible for regular class attendance. Students are expected to notify the instructor in the event of extended absence from class. Prolonged unexplained absences should be reported in writing to the student affairs officer associated with the student’s academic unit. Absent an academic unit policy, each faculty member shall determine his or her own policy regarding make-up work, provided such policy is reasonable in terms of the burden imposed on a student and is equitable with regard to other students.

C. Office Hours for Student Advising

Students at IIT are encouraged to seek academic counsel from their advisers and instructors on a regular basis. Beginning on the first day of IIT’s New Student Orientation Week, faculty members are expected to be available for such advising. A schedule of office hours designated for student advising should be announced at the beginning of each semester, according to policy established by the academic unit. Academic unit offices should be informed concerning each faculty member’s scheduled hours for advising and should be notified if a faculty member is unable to maintain the appointed office hours.
D. Student Access to Educational Records

Under provisions of the Family Educational Rights and Privacy Act of 1974 as amended, students have
the right to inspect educational records pertaining to them as individuals. Notes and records kept by
faculty members for their own use, and which would ordinarily not be disclosed to anyone other than
another faculty member or teaching assistant, are specifically excluded. Faculty members should note,
however, that letters of recommendation for admission to another degree program at IIT or elsewhere
must be made available for inspection upon the student’s request unless the student has specifically
waived the right to review as provided in the statute. For full details concerning access to records and
assurance of students’ rights at IIT, see the document entitled Privacy Rights and Access to Educational
Records (Appendix N). The document also appears in the IIT Student Handbook. Because students have
the right to petition for correction of any inaccuracies in their educational records, faculty members are
urged to establish and maintain records that might be necessary to corroborate and/or explicate grade
assignments in courses taught.

E. Final Examinations

Final examinations, or equivalent requirements, are required in all courses except certain graduate-level
research courses or practica. Each semester a schedule for holding final examinations is published. All
instructors must administer final examinations at the times and places officially scheduled. Exceptions to
this regulation can be arranged with the consent of the academic unit head only in circumstances where:
(1) there is ample opportunity to make certain that every enrolled student is notified of the changed
examination time, and (2) administering the examination at the time originally scheduled would impose
extreme hardship upon the faculty member.

At the convenience of the instructor and subject to an academic unit’s rules, a special examination may
be arranged for a student who is, for an acceptable reason, unable to attend a regularly scheduled
examination. Such special arrangements may not delay the reporting of final grades for the entire class
within the required time.

F. Reporting of Final Course Grades

Faculty members are urged to familiarize themselves with the sections of the IIT Bulletin for both
undergraduate and graduate programs that describe the IIT grading system. To enable the registrar to
report final grades to students in a timely and accurate manner, final course grades must be submitted to
the registrar no later than 48 hours after the scheduled time for the final examination for any course,
except law school courses. For those courses in which a final examination is not mandatory, and is not
given, final grades must be reported no later than 48 hours after the last meeting of the class.

For law school faculty, the deadline for submission of grades to a registrar is five weeks after the date of
the instructor’s final examination in the fall semester and four weeks in the spring semester. When a final
examination is not given, the same durational terms apply, and the running of that term commences with
the last day of regularly scheduled classes. In a summer session grades are due seven weeks after the
instructor’s final examination or, if no examination is given, seven weeks after the beginning of the
examination period.

G. Personal Faculty-Student Relationships

Personal relationships between faculty members and students raise particularly sensitive issues, and such
relationships are addressed in Appendix M.
H. Teaching Children or Other Close Family Members

A faculty member should make every effort to avoid having in class a child, spouse or other person with whom the faculty member has a close, family-like relationship. If degree requirements make it imperative that the child, spouse or other close relative take a particular class from a faculty member, the faculty member should discuss the conflict with his or her academic unit head, and the academic unit head should determine whether the enrollment is appropriate. In addition, arrangements must be made for another faculty member to review the grading.

VIII. Sabbatical Leaves and Leaves of Absence

A. Sabbatical Leaves

1. Objective of Sabbatical Leaves

The objective of the sabbatical leave program is to promote and enhance the quality of educational and research activities at IIT. This objective is more likely to be achieved when faculty members on sabbatical leave are able to devote full time to scholarly pursuits and other forms of professional improvement and intellectual growth. These activities may include research at a location having appropriate laboratory, library, and human resources; the writing of research monographs; the study of advances and techniques in a particular field of interest; or other similar activities directed toward cultural, intellectual, and professional growth and achievements that enhance the faculty member’s value to IIT.

2. Eligibility

All tenured faculty members who have served 12 full-time academic semesters at IIT and who have attained the rank of associate professor or higher may apply for sabbatical leave. Approved leaves of absence in the course of regular academic service to IIT will not affect eligibility for a sabbatical leave, but such leaves of absence will not count toward the accumulation of the required 12 academic semesters. Faculty members who are awarded sabbatical leave must commit themselves to return to IIT for at least one full academic year of full-time service after the sabbatical. Accumulation of the 12 semesters of full-time service required for eligibility will begin upon the return to full-time academic service by a faculty member who previously has been on a sabbatical leave. Special consideration for eligibility shall be given to an individual who has been awarded a sabbatical leave and then had it postponed or interrupted at the request of the university.

3. Procedure for Making Application

An eligible faculty member who wishes to be considered for a sabbatical leave should submit a formal written application to the Sabbatical Leaves Committee of the University Faculty Council; copies should be submitted to the faculty member’s academic unit head and the Provost. Applications should provide complete information on the nature of the planned sabbatical activities and the period of time for which the leave is requested. Applications should be made as early as possible during the academic year preceding the academic year for which the leave is requested and, in any case, prior to February 1. Applications submitted after February 1 will be considered only if the Provost apprises the committee that adequate funds have become available because of cancellations of sabbatical leaves already granted.
4. Considerations Regarding Awards of Sabbatical Leave

Recommendations for the granting of sabbatical leave are made to the Provost by the Sabbatical Leaves Committee, which is responsible for assessing the appropriateness of each proposal for sabbatical leave. As part of such assessment of appropriateness, the committee shall consider the likelihood that the proposed activity will offer significant promise of enhancing the value and usefulness of the faculty member to the IIT community of scholars. Based on its objective evaluation of each application, the committee will assign one of the following four ratings to the application: “very highly recommended,” “highly recommended,” “recommended,” or “not recommended.” On or before March 1 of each year, the Chair of the Sabbatical Leaves Committee shall transmit the recommendations regarding all applications that it has considered.

Additional recommendations are made by the applicant’s academic unit head and the college dean (in the case of an academic unit in a college with departments). After consideration of all recommendations and the consequences for the university as a whole, the Provost shall make recommendations to the President concerning awards of sabbatical leave to be made for the following year. The President makes the final decision. The Provost shall in writing notify each applicant of the decision made as to her or him.

5. Conditions of Sabbatical Leave

Several options exist with respect to sabbatical leaves: (1) for one academic year at one-half the salary that the faculty member would have received had the year been spent in residence; (2) for one semester at one-half the salary that the faculty member would have received had the semester been spent in residence; and (3) for one semester at the full salary that the faculty member would have received had the semester been spent in residence. A faculty member selecting the second option may have a second one-semester sabbatical at one-half pay after six additional semesters of full-time service. No matter the option sought, the faculty member is required to return to full-time service at IIT for a period of not less than one academic year upon expiration of the leave.

A faculty member who is granted a sabbatical leave receives the appropriate percentage of university contribution toward retirement according to the salary paid during the leave. The university will continue its regular contributions toward other benefits, including life and health insurance, while the individual’s share will be deducted as usual.

B. Leave of Absence

1. General Considerations, Requirements, and Limitations

Upon approval of the appropriate academic unit head, college dean (in the case of an academic unit that is located within a college with departments), and the Provost, a faculty member may be granted a leave of absence without salary for the purpose of professional development or for a special assignment. Ordinarily, the total leave time should not exceed two semesters out of every 12 semesters served at IIT. The faculty member may elect to maintain benefits during the period for which leave is granted by arranging to pay the university’s contribution in addition to the employee’s portion, based on his or her salary during the academic year preceding the beginning of the leave of absence.

In exceptional circumstances and with the above approvals, an agreement may be made for a leave of absence for personal reasons. Benefits may be continued at the option of the individual, but only if arrangements are made in advance of the leave for payment of the full premium, for which the
university will not contribute. In the event that no salary is paid during the leave, the individual may elect to continue participation in the retirement plan by paying, in addition to the employee’s share, the contributions that the university would have paid during the leave, according to the salary received during the year preceding the leave of absence. In all instances the Office of Human Resources should be consulted.

Arrangements must be made prior to beginning the leave of absence and will be continued for the approved term. Agreement on an exception to this policy must be reached with the appropriate academic unit head and college dean (in the case of an academic unit that is located within a college with departments) before the leave is approved. Such exception is subject to approval by the Provost.

2. Leave of Absence for Military Service and Jury Service

The university recognizes the value of, and encourages participation in, civic affairs by its faculty members. Arrangements for leaves occasioned by short-term or annual obligations for military service or jury duty should be made with the appropriate academic unit head and college dean (in the case of an academic unit that is located within a college with departments).

C. Disability Leave

From time to time IIT grants leaves of absence with pay to faculty members during periods of illness or disability. For short-term disabilities or illnesses, faculty members are granted non-occupational disability leaves as needed on a day-to-day or week-to-week basis. During short-term leaves it is expected that arrangements will be made for other faculty members within the same academic unit to staff classes conducted by the absent faculty member, rather hiring an additional faculty member.

If a disabled or ill faculty member is unable to return to work after one month, the academic unit head shall report to the college dean (in the case of an academic unit that is located within a college with departments) or to the Provost concerning the disabled faculty member’s condition and prospects for returning to work. At that time a decision shall be made concerning the need to hire a temporary replacement to take over part of the disabled faculty member’s duties. The academic unit head shall prepare a status report on pay and benefits to be sent to the disabled or ill faculty member, with copies to be sent to the college dean, if appropriate, and the Provost. During the period of approved disability leave the university will continue to pay its share of fringe benefits, with the faculty member’s share being deducted from any pay received.

After the maximum disability leave with pay has been used, a leave of absence without pay and without any contribution by the university to fringe benefit costs may be granted on an individual basis. Fringe benefits may be continued voluntarily during a disability leave within the applicable provisions of each plan.

D. Family and Medical Leave

The Faculty Family Policy (published in the Supplement to this Handbook) provides for a one semester paid leave of absence for eligible faculty for childbearing, adoption and/or childrearing. The policy also provides for automatic extension of tenure probationary periods.

Members of the faculty are also eligible to take leaves for other family needs under the Family and Medical Leaves of Absence policy, which is set forth in detail in the benefits section of the IIT Human Resources Policies and Procedures Manual, which is available on the myIIT web site.
IX. Terminations

A. Resignation of Appointment by the Faculty Member

A faculty member may terminate his or her appointment effective at the end of an academic year. In consideration of the burden placed upon the individual’s academic unit to obtain a suitable replacement, it is expected that the faculty member will provide notice in writing at the earliest possible date and ordinarily no later than April 15.

B. Dismissal or Suspension

See Suspension and Termination of Faculty Members at Appendix J.

X. Compensation, Personnel Records and Benefits Offered

A. Determination of Salary

The criteria for evaluating the performance of faculty members appear in the Standards and Procedures for Promotion and Tenure. (See Appendix C.) These criteria are applicable in all decisions requiring the assessment of merit of faculty members for the purpose of awarding compensation and advancement. Procedures for the annual review of individual faculty members’ performance have been developed by each of the academic unit heads. The dean of a college or school makes recommendations concerning salaries and other conditions of appointment to the Provost. In the case of an academic unit in a college with departments, the dean considers evaluations made by the department chairs in developing these recommendations. In the annual appointment letter, a faculty member is notified of the university’s offer of compensation during the following academic year.

B. Appeals for Adjustment in Salary

1. If a faculty member believes the salary offered for the next year to be less favorable than warranted on the basis of merit, the faculty member may request, and the dean shall provide, an explanation of the salary assignment. If the faculty member requests an adjustment in salary, he or she will be expected to demonstrate that his or her contributions either were not taken into consideration or were not given the appropriate significance in making the decision on salary. If the dean decides that there is some justification for the faculty member’s request for a salary adjustment, he or she may attempt to achieve an agreement that is acceptable to the faculty member and to the university. If the dean does not support the faculty member’s request for salary adjustment or if attempts to reach an agreement fail, the faculty member shall, after informing the dean of his or her intention to pursue the request for salary adjustment, seek to reach a satisfactory arrangement by negotiating directly with the Provost.

2. If, following the steps pursued in subsection 1, the faculty member continues to find unacceptable the salary offered to him or her, he or she may pursue an appeal by apprising the Provost within 20 days of receiving a final determination from the Provost. The Provost then shall within 10 days notify the faculty member’s dean of such appeal. The Provost shall convene a meeting within a reasonable time of the deans of IIT’s colleges and schools, except for the dean of the academic unit from which the faculty member received his or her salary. At the meeting, this Salary Appeal Panel shall designate a subcommittee of at least three panel members, and the Panel shall further designate the chair of the subcommittee.
3. The subcommittee shall evaluate all documents submitted by the faculty member, as well as by the faculty member’s academic unit head, dean (in the case of a faculty member who is located within a department of a college), and the Provost. The faculty member may appear before the subcommittee in person to present evidence in support of his or her appeal, or he or she may submit a statement in writing in lieu of a personal appearance. The subcommittee shall evaluate the appeal in light of the contributions to the work of the university expected of, and made by, other faculty members of the applicant’s academic unit. Within 100 days after receiving the appeal, the subcommittee shall report and recommend to the President either that:

(a) the appeal is justified by the evidence presented and so an upward revision of the salary should be made; or

(b) the appeal offers insufficient evidence to indicate that any revision of salary should be made, and so the appeal should be denied.

4. The President shall review the recommendation of the Panel and shall render a final decision. The Provost shall inform the faculty member of the decision.

C. Compensation

Salaries of faculty and other academic personnel are paid in 12 equal monthly installments, each on the last full working day of the month. Each installment is automatically deposited in the employee’s bank account.

Personnel record forms must be completed and returned before a faculty member may be added to the payroll. Federal and state income taxes and other deductions required by law are withheld from each paycheck. Payment of the individual’s contribution for participation in any IIT benefit plans is also made by payroll deduction.

D. Maintenance of Personnel Records for Faculty Members

Faculty personnel records are maintained in the Office of Human Resources, the office of the Provost and in the faculty member’s academic unit. Any change in name, home address, phone number, or citizenship status should be reported to the academic unit head, to the Office of the Provost, and to the Office of Human Resources.

Each faculty member is requested annually to complete a form providing information concerning research accomplishments, publications, and professional activities during the previous year. These forms become a part of the permanent personnel record for the faculty member and may be consulted in determining increases in salary and/or awards.

E. Faculty Travel

IIT recognizes the desirability of faculty participation in the activities of professional societies, presentation of papers, and discussion and participation in the context of technical and administrative committees, both national and local. The university encourages these activities by paying some or all of the necessary travel expenses within the limitations imposed by budgetary constraints.

Expenses incurred by faculty on approved university business will be reimbursed on the basis of the actual costs of transportation and living expenses, subject to IIT regulations. Faculty are expected to exercise judgment and economy in maintaining expenses at reasonable levels. Reimbursement requests must be fully detailed and must include receipts for travel and room accommodations.
F. Membership in Professional Societies

The university encourages its faculty and staff to participate in appropriate professional societies, associations, and organizations, unless participation interferes with the regular performance of university duties. Membership dues for organizations are paid by the individual faculty or staff member, unless the memberships are institutional.

G. University Holidays

Officially designated paid holidays for all university personnel are Labor Day, Thanksgiving Day, Christmas Day, New Year’s Day, Martin Luther King Jr. Day, Memorial Day, and Independence Day. Two additional - holidays are selected and announced each year.

H. Vacations

Because academic appointments are normally made on a nine-month basis, no vacation time is specified, except for legal holidays. Faculty members on nine-month appointments are expected to be generally and continuously available on campus during the entire academic year, including during student recesses. The academic year extends from the first day of orientation for the fall semester to commencement exercises for the spring semester. Sections in this handbook describing faculty responsibilities during the academic year and the policy on the summer session provide more complete details. (See Section VI.)

I. Retirement Benefits

IIT offers two retirement programs, one funded through the Teachers Insurance and Annuity Association/College Retirement Equities Fund (TIAA/CREF), and the second funded through Fidelity Investments (Fidelity). Both programs are described in detail in the Summary Plan Description furnished to each employee at the time of employment and made available for inspection in the Office of Human Resources. The provisions of the Summary Plan Description are controlling.

Specific information about the programs, including eligibility, the university’s contribution, plan investments, and applications, can be found in the IIT Human Resources Policies and Procedures Manual, which is available on the IIT Web site. Provisions of the programs relating to faculty include:

1. Eligibility

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<th>Eligible Employees:</th>
<th>Not Eligible:</th>
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<tr>
<td>full-time employees;</td>
<td>temporary employees;</td>
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<tr>
<td>full-time faculty;</td>
<td>adjunct and part-time faculty;</td>
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<tr>
<td>full-time senior research associates;</td>
<td>student employees, including RA, TA, GA;</td>
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<tr>
<td>full-time research associates;</td>
<td>part-time employees working less</td>
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<td>part-time employees regularly working at least 23.25 hrs./wk.</td>
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2. Time Frames for Eligibility

   a. Administrative officers and faculty become eligible for participation on the first day of the month following completion of one year of employment.
b. Prior employment immediately preceding hire date, with a qualifying not-for-profit educational or research organization, including IIT or IITRI, may be substituted for the waiting period, making the employee eligible for immediate participation.

3. Plan Contributions

After the employee has completed the required documents, the university will contribute 5 percent of the employee’s base salary to either retirement program. In addition, the university will increase its contribution by matching the employee’s contribution up to a maximum additional contribution of 4 percent. Total IIT and employee contributions to either program must not exceed the amount mandated by current federal tax law.

4. Plan Investments

Under either program the employee may determine the portion of the combined sum to be allocated to purchase a fixed-income annuity or an equity fund annuity. The allocation may be changed at any time by contacting the plan. Participation for a minimum of one year in either TIAA-CREF or Fidelity is required before an employee can request transfer to the other plan.

5. Participation While on Leave of Absence or Upon Separation

To be eligible for participation in the retirement plan, the employee must be on the active payroll. Therefore, while on unpaid leave, on workers’ compensation leave, and upon separation, participation in the plan will be suspended.

J. Group Hospitalization and Medical-Surgical Insurance

IIT offers a group plan for hospitalization and medical-surgical insurance. All regular full-time employees may secure coverage within 30 days after application, typically on the first day of the month following the month in which employment begins. The university pays a portion of the cost for various types of coverage. Specific information regarding health care coverage can be found in the *IIT Human Resources Policies and Procedures Manual*, which is available at the IIT Web site.

K. Group Life Insurance

The university provides a group decreasing-term life insurance plan for its employees. Full-time members of the faculty and administrative officers are eligible for insurance under the plan as of the first day of the month coinciding with, or next following, the initial date of employment. Specific information regarding group life insurance can be found in the *IIT Human Resources Policies and Procedures Manual*, which is available at the IIT Web site.

L. Long-Term Disability Benefit Plan

IIT offers a plan for total disability insurance in which eligible employees are automatically enrolled. Specific information regarding the long-term disability benefit plan can be found in the *IIT Human Resources Policies and Procedures Manual*, which is available at the IIT Web site.

M. Dental Plan

The university offers a plan for dental benefits in which eligible employees may participate on a voluntary basis at their own expense. This program offers both a preferred provider option and a managed network dental program with over 500 general family dentists practicing in the Chicago
metropolitan area. Specific information regarding dental insurance can be found in the *IIT Human Resources Policies and Procedures Manual*, which is available at the IIT Web site.

N. **Flexible Spending Accounts**

Full-time faculty and staff are eligible to participate in a flexible spending program, which allows the employee to pay, on a before-tax basis: (1) health care coverage premiums; (2) certain medical expenses that are not covered under the university’s health care plan; and (3) certain dependent (child and elder) care expenses. Participation is on a fiscal year schedule. Specific information flexible spending accounts can be found in the *IIT Human Resources Policies and Procedures Manual*, which is available at the IIT Web site.

O. **Social Security and Medicare Benefits**

The university and employee each pay equal amounts toward the FICA and Medicare taxes, as established by the Social Security Administration.

P. **Educational Benefits**

Spouses, eligible domestic partners, and dependent children of full-time faculty members are eligible for tuition waiver for undergraduate study and a 50 percent tuition waiver for graduate work. Tuition credit from IIT funds will be reduced by any amount of financial aid from outside sources for which the student may qualify. Details of the tuition benefit can be found in the *IIT Human Resources Policies and Procedures Manual*, which is available at the IIT Web site.

Faculty members and staff are also eligible to participate in a tuition scholarship exchange program to which IIT and several hundred other colleges and universities belong. To enable full-time faculty members to acquire additional expertise or to broaden their knowledge outside their areas of specialization, full-time faculty members may audit courses without tuition charge, subject to the provisions for granting permission to audit courses to graduate students. No full-time faculty member of the rank of assistant professor or above may be a candidate for any degree offered at IIT except with the specific approval of the Provost. If a full-time faculty member wishes to take a course for credit, whether or not that credit may be applied toward requirements for a degree from IIT, an application for a tuition scholarship may be obtained from the Office of Human Resources and, once submitted, must be approved by the Vice Provost for Academic Affairs. Full-time faculty members may apply for a waiver of the registration fee for offered courses that do not yield academic credit.

Payment of regular tuition is required of all faculty members not in full-time employment status. Graduate teaching assistants and graduate research assistants hold tuition scholarships in addition to the stipend awarded, according to the terms of their appointments.

Faculty and their family members who register for courses shall be given the same considerations and shall be held to the same expectations that apply to other IIT students with regard to qualification for admission to a degree program, meeting prerequisites for registering in a given course, and fulfilling requirements for a degree.