AGENDA

- Welcome and Introductions
- Meet the ACAF staff
- Sabbatical planning
- Faculty medical leave policy & procedures
- Resources for chairs
- Advising update
- Capstone completion data
- Tenure-track searches
Introductions – ACAF staff

• Megan Flagg, Executive Assistant to the Provost
• Eloise Glick, Faculty Resource Specialist
• Lisa Sacks, Assistant Director for Curricular Initiatives
• Joy Vodak, Associate Director
• Maureen Zimmer, Coordinator
Sabbatical Planning

• Sabbatical chart is a report of the accumulated semesters towards **eligibility** to apply for a sabbatical

• A complete application includes a description of the intended purpose and anticipated result of the sabbatical and/or leave as well as the report from the last sabbatical/leave

• Chair reviews applications and forwards to Eloise Glick with a proposal giving a recommendation and justification of which faculty should be approved for sabbatical or unpaid leave

• October 5 – Applications due to Eloise

• October 23 – Approvals will be sent to faculty
Medical Leave at Wesleyan

• **Short Term Disability**
  • Faculty members with an illness or injury (unrelated to work) are eligible to apply for a medical leave under short-term disability
  • Short term disability time runs concurrent with FMLA
  • To initiate a leave:
    • Faculty member must contact Benefits@wesleyan.edu directly
    • Faculty member must contact Cigna at 1-800-36-cigna (24462)

• **Family Medical Leave**
  • Federal FMLA requires that employees be permitted up to 12 weeks of medical leave during any 12 month period
  • CT FMLA requires that employees be permitted up to 16 weeks of medical leave during a 2-year period
**Medical Leave at Wesleyan**

**Short Term Disability**
Faculty members with an illness or injury (unrelated to work) will be eligible to apply for a medical leave under short term disability. Short term disability time will run concurrent with Family Medical Leave.

To initiate a leave, employees must contact the Benefits Team at Human Resources by contacting Amy Walsh at (860) 685-2338/awalsh@wesleyan.edu or by emailing benefits@wesleyan.edu directly. Employees will be given information in regards to filing a claim, Family Medical Leave, general information and expectations during the course of the medical leave.

**Filing a Short Term Disability Claim**
Employees are to contact Cigna to telephonically initiate their claim no more than a few days prior to their leave date. They can reach Cigna by calling 1-800-36-Cigna (24462), being prepared with their medical providers name, phone and fax number. The employee will also be asked to provide verbal authorization giving Cigna permission to contact their provider. Once the claim is received, Cigna will then reach out to the provider directly to medically certify the leave.

Employees will receive updates from Cigna Disability regarding their claim status and any follow up information needed. The HR Benefits Team will also ensure the faculty member’s Chair and Dean, along with the Provost, are provided periodic updates.

**Family Medical Leave**
Short term disability time will run concurrent with Family Medical Leave. The federal FMLA requires that employees be permitted up to 12 weeks of medical leave during any 12 month period, and the State of Connecticut FMLA requires that employees be permitted up to 16 weeks of medical leave during a two-year period. Eligibility for these leaves requires the faculty member to have been employed by the University for at least 12 months by the start of the leave and had worked 1,250 hours during the 12 months preceding the leave.

As the period during which the faculty member is unable to perform their regular duties will count as FMLA leave, the following applies:

1. Time out must be medically approved to qualify as FMLA time. Since Cigna will obtain the necessary medical information in order to approve or deny the short-term disability claim, the employee will not have to furnish any additional medical information. Medically approved time out will be considered FMLA time.

2. The employee will be permitted to continue their health, dental, vision and life insurance during their leave provided employee premiums are paid, if applicable. (In most cases, the premiums will continue to come out of the employee’s pay check from Wesleyan).
Short Term Disability claims are administered by Cigna.

When do I report a claim?
Contact Human Resources – Benefits at ext. 2100 or by emailing benefits@wesleyan.edu before your first day out of work. Tell them when and for how long you plan to be absent. Please also advise your supervisor of your pending leave.

When and how do I report a disability claim?
After contacting Human Resources, call Cigna or fill out a claim form online
• Call toll-free at 1.800.36.Cigna (24462). A representative will walk you through the process.
• Fill out a claim form online at Cigna.com/customer-forms.
• When calling make sure you have details pertaining to your doctor(s), hospital or clinic visits, including dates and contact information.

What happens next?
During the call, Cigna will ask for your permission to get your medical information.
• After you give your claim information, you’ll be transferred to a recorded message.
• Listen to the recording and answer “Yes” or “No” to the questions.
• At the end of the recording, say “Yes” if you give permission or “No” if you do not.
• You can cancel your permission at any time by calling your Cigna claim manager.

After the call, Cigna will send you a letter. The letter will include a copy of the recorded message for your records. It will also include a form that gives them permission to get other information that may be needed to finish processing your claim. The claim manager will contact your treating physicians for medical records pertaining to your leave.

What can I expect while I’m out?
• Please make sure to be in touch with your Cigna claim manager during your leave. Ensure updated medical information is sent to Cigna by your provider.
• Please keep Wesleyan Benefits and your supervisor informed of your progress, return to work date and any restrictions upon return.
Chair Resources

• Portfolio – Chairs Handbook, Calendar

• VPAA page – Presentations from meetings

• WesFiles – Annual reports, AA job description
Advising Update

• Encourage pre-major advisors to touch base with advisees again soon to discuss:
  • Honor Code
  • Grades and grading (Teaching Matters)

• Advising Matters – coming soon!

• Office hours
Capstone Completion Data

Class of 2015

• 538 (67.3%) completed a capstone
• 261 (32.7%) did not complete a capstone

Majors with 100%:
• MB&B, ENVS, MUSC, ARST, COL, RELI, EAST, AFAM, DANC, LAST, FGSS, ASTR, REES, ARCP, MDST

Majors with 50%-99%:
• FILM, AMST, PHIL, ANTH, SOC, CSS, E&ES, HIST, CHEM, ENGL, ECON, BIOL, SISP, GRST

Majors with <50%:
• CLAS, PSYC, RMST, HISP, ARHA, NS&B, PHYS, GOVT, THEA, FRST, MECO, MATH, COMP, ITST, CCIV
2015-2016 Tenure-Track Searches

**Division 1**

- COL: Comp Lit. 16th-19th cent.
- ENGL: Creative Writing (Asst/Assoc)
- ENGL: Creative Writing
- FILM: (continuing last year’s search)
- CEAS: Modern Chinese Literature
- CEAS: Premodern Japanese
- MUSC: Jazz (open rank)
- RLAN: French 16th-17th cent. Drama & Theater

**Division 2**

- AFAM: Social Sciences (open rank, re-running last year’s search)
- AFAM: Social Sciences (open rank, re-running last year’s search)
- CEAS: Korean political economy
- ECON: Financial Econ and Microeconomics
- ECON: (open rank) Macroeconomics
- SOC
- SOC

**Division 3**

- COMP: Databases, Software Engineering
- PSYC: Developmental Psychology
- BIOL/CHEM/MB&B/PHYS: Molecular Biophysics (soft search)
- PHYS – **Completed:** Renee Sher
THANK YOU!

Next meeting: October 22, 4:15-5:30pm in PAC 001