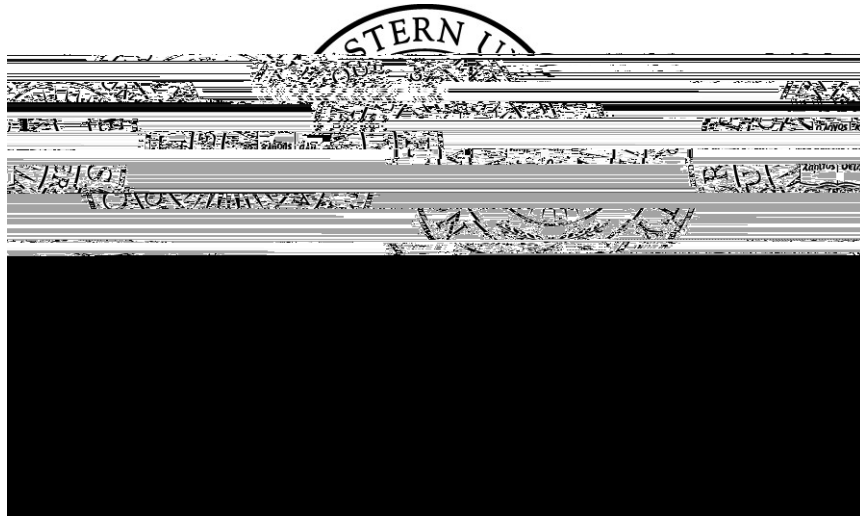


# NORTHWESTERN UNIVERSITY FACULTY HANDBOOK

Last Updated June 8, 2016  
Approved by the Faculty Senate June 8, 2016



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We are pleased to provide an updated Northwestern University Faculty Handbook, endorsed by both the administration and the Faculty Senate. The handbook describes

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# Faculty Handbook

Academic Freedom

Northwestern University subscribes to the

The officers of instruction ranks are as follows: professors (including adjunct, clinical, visiting, of instruction, of practice, and in residence), associate professors (including adjunct, clinical, visiting, of instruction, of practice and in residence), assistant professors (including adjunct, clinical, visiting, of instruction of practice, and in residence), senior lecturers (including distinguished senior lecturers, semi lecturers and lecturers), and instructors.

As used in this Handbook, the term non-tenure eligible includes all faculty who are not eligible for tenure, who are benefits-eligible, and who hold positions faculty member categories of "Regular Faculty," including clinical faculty, faculty in residence, teaching track faculty or lecturer faculty with the ranks of professor, associate professor, assistant professor or instructor.

Students serving as teaching assistants and postdoctoral fellows serving in teaching roles are officers of instruction but are not considered faculty members for the purposes of this handbook. Clinical associates (in the Feinberg School of Medicine), on the other hand, are members of the faculty, but are not officers of instruction, as they are not engaged in either the teaching or research activities of the University. Like them, persons holding faculty-level research appointments (appointed by the vice president for research) are not officers of instruction as their efforts are directed exclusively to research and publication. Further information governing faculty-level research appointments is available from the Office for Research (<http://www.research.northwestern.edu/policies/research-appointments/research-faculty.html>)

## Organization of the Faculties

The faculty of a college or school consists of the president of the University, the provost, the dean of the school, and all of the school's officers of instruction (with the exception of students serving as teaching assistants

## Powers

Each faculty (excepting that of the School of Professional Studies) has the power to determine how it exercises the powers committed to it under University Statutes and this handbook, including the timing, agenda and conduct of its meetings. Subject to the approval of the Board of Trustees, each faculty determines the requirements for admission of students to its school, prescribes and defines the course of study,



The 2010-2011 Northwestern University Shared Governance initiative, approved by faculty, administration and trustees, created two new bodies: a Faculty Assembly and a Faculty Senate. The Senate is empowered to consider, make recommendations, and pass resolutions concerning matters of general university interest including all education and research endeavors, policies governing faculty hiring, tenure, promotion and appeals, and campus life. Detailed information concerning Shared Governance, including Assembly and Senate Statutes and Bylaws is available at [KWWS ZZZ QRUKZHVWHUQ HGX IDFXOW\ VHQDWH DVVHF](#) membership and activities will be considered as participation in the business of the University

### Responsibilities of the Faculty

The faculty of the University is responsible for transmitting accumulated knowledge. Faculty whose appointments entail research expectations are also responsible for discovering new knowledge. In addition, faculty members are responsible for participating in the business of the University, as well as their schools and departments, through committee service, attendance at faculty meetings and other customary ways.

Faculty are members of a community including students, staff, and faculty colleagues. Members of the Northwestern community are expected to deal with one another in a civil manner. While faculty enjoy freedom from institutional c f

central goals of excellent scholarship, stimulating teaching, and a vigorous, creative academic community.

Throughout a faculty member's career at Northern, the proportion of effort devoted to teaching, research and administrative activities may change. While it is the duty of the faculty to remain engaged fully and productively in these various pursuits, it is the responsibility of the departments and schools to monitor their activities and to assist faculty in redistributing their efforts as appropriate.

teaching assistants. During the term, tests and quizzes should be graded and returned promptly. Reasonable opportunity shall be provided for students to review final examinations and papers with their instructors during a period of at least two weeks at the beginning of the subsequent term. Instructors normally retain students' papers and answers to examination questions during this period. In order to verify grades recorded by the registrar and to answer possible inquiries, instructors should retain their grade books for at least one year.

When reproducing materials for class, faculty should take care to secure the author or copyright owner's permission in cases where reproduction may exceed the "fair use" permitted under copyright laws.

### Academic Integrity Violations

It is the responsibility of each faculty member to maintain standards of student academic honesty in accordance with the University's "Principles Regarding Academic Integrity" and school policy (<http://www.northwestern.edu/provost/policies/academic-integrity>). Individual cases of alleged student academic dishonesty are handled by the Office of the Dean of the appropriate school. Each faculty member is responsible for promptly reporting cases of suspected academic dishonesty to the Office of the Dean of the school in which the course is offered. Each school has available in the Office of the Dean a written statement of policy assuring fair consideration of students in cases of alleged academic dishonesty, specifying hearing procedures, possible sanctions, and routes for appeal of decisions.

### Advisory System

All Northwestern faculty have responsibility to advise students. Faculty should make themselves available on a regular and public basis for consultation with students and inform themselves concerning academic and procedural matters that they may be asked to discuss with students seeking their counsel. In addition to general advising duties, some faculty fulfill programmatic advising functions. All new undergraduate students are assigned to faculty advisers, who are expected to assist them in planning their academic work and in dealing with problems related to that work. Students beyond their first year also have access to faculty advising. Often this takes the form of having a designated adviser in the student's chosen field of study. Advisers should acquaint themselves as fully as possible with their advisees' academic interests and achievements in order to give them appropriate guidance in planning their academic programs. Insofar as is practical, advisers are assigned to students within their particular discipline.

Departments are responsible for making arrangements for academic advising during registration and for posting faculty office hours for advising during those periods.

### Students with Disabilities

It is University policy to ensure that no qualified student with a disability is denied the benefits of, excluded from participation, or otherwise subjected to discrimination in any University program or activity. In response to a request made by a qualified student with a disability, the University will arrange, at no cost to the student, for the provision of educational auxiliary aids,

determined by the University to be necessary to afford such students the opportunity for full participation in University programs. Faculty members should consult the AccessibleNU faculty resources web site regarding implementation of this policy (<http://www.northwestern.edu/accessibility/faculty/general-information/>)

#### Recommendations and Confidentiality

Faculty members are frequently asked to provide recommendations for students. Faculty should honor any written third-party request for information or recommendation to which the affected student has consented in writing. In the absence of such written consent, the Family Educational Rights and Privacy Act (FERPA) permits faculty members to provide only very limited information such as is included in the published University directory (for further information see [http://www.registrar.northwestern.edu/academic\\_records/FERPA\\_policy.html](http://www.registrar.northwestern.edu/academic_records/FERPA_policy.html)). Faculty who have questions about the propriety of providing information or recommendations or who receive any request for information in the form of a summons, subpoena, or other official document should immediately consult the Office of General Counsel.

#### Personal Problems of Students

<http://www.northwestern.edu/policies-forms/policies-procedures/staffhandbook.html>

### Research Staff Policies

The Office of the Vice President for Research advises faculty on research staff policies and guidelines <http://www.research.northwestern.edu/policies/index.html>

### Access to Scheduled Classes

Scheduled University classes normally are open only to students who have formally registered for the classes in the customary manner. The instructor responsible for a class may give permission to attend to a person not duly registered for the class and may require unauthorized persons to leave the classroom. The instructor may establish limits concerning the extent to which class proceedings may be electronically recorded and may permit or prohibit the use of electronic recording devices at his/her discretion.

### Scholarly Activities of the Faculty

#### Proposals to External Agencies

The University strongly urges faculty members to seek external support for their research, consistent with their disciplines. The Office of Sponsored Research (OSR) and Accounting Services for Research and Sponsored Programs (ASRSP) handle administrative details and provide assistance. OSR facilitates research by identifying funding sources, assisting in proposal development, reviewing and endorsing proposals, negotiating agreements, accepting and appropriating awards, interpreting guidelines, and promoting compliance with agency and University policies. ASRSP is responsible for reporting, invoicing, coordinating audits, and preparing financial reports.

Proposals originate with an individual faculty member or a group of investigators. Once completed, a proposal must be reviewed by the investigator's department chair and dean (or center director) for compliance with University policies and for availability of resources. Following endorsement by the department chair and dean (or center director), the proposal is forwarded to OSR, where it is recorded, reviewed for adherence to University and agency requirements and University budget regulations, signed on behalf of the University, and sent to the sponsor.

OSR provides pre-award and post-award service to investigators. Members of the staff are available for consultation on all matters concerning the external funding of sponsored programs.

#### The Policy and Guidelines for Investigators in Scientific Research

<http://www.research.northwestern.edu/information-for/faculty-researchers/> is a compilation of policies, guidelines, and procedures governing the conduct and administration of research at the University, including submission of proposals, administration of awards, and compliance with prevailing regulations. Additional information, forms and a listing of research-relevant University policies may be found on the web site of the Office of the Vice President for Research <http://www.research.northwestern.edu/policies>

Faculty members may not approach foundations, corporations, or individual donors for support

without prior review and approval of such contacts by the school dean.

## Human and Animal Subjects

All biomedical and behavioral research, clinical trials, teaching and related activities involving



multiple appointments but must disclose any other educational appointments at the time of their initial appointment or request approval from the dean prior to accepting such appointments.

Professional activities conducted by faculty members outside the University are a privilege, not a right, and must not interfere with a faculty member's University responsibilities. Faculty may be permitted up to twenty percent (20%) of professional effort for activities beyond the scope of their primary faculty duties involving teaching and research. Effort devoted to administrative activities, in contrast, is not associated with privilege to engage in outside activities and, consequently, faculty with substantial effort devoted to administration have less time potentially available for extramural activities. Extent of side activities permitted for medical clinical faculty is determined by the entity (Northwestern Medical Group, affiliated institutions, etc.) through which the faculty member carries out his/her clinical duties. Professional activities beyond the scope of a faculty member's primary duties may be subject to approval by their department chair and dean.

In no case may such activities be carried on directly or by implication in the name of the University without the consent of the president of the University, who shall from time to time report such arrangements to the Board of Trustees. Consent should be requested through the appropriate dean's office. Faculty members shall use the name Northwestern University in connection with outside activities in a manner that implies the University's sanction or support, unless the required consent has been obtained. Further details are found in the University's "Policy on Faculty Conflict of Commitment and Conflict of Interest," available at the web site of the Conflict of Interest Office (<http://www.northwestern.edu/coi/policy/index.html>). Failure to comply with this policy or to disclose outside activities or interests may lead to disciplinary sanctions up to and including termination of faculty appointment.

When responding to inquiries in their fields of professional competence or acting as private citizens on issues of general public interest, faculty members may use their academic titles for purposes of identification but should make it clear that they speak, write, and act for themselves and not for the institution. Under Internal Revenue Service regulations applying to tax-exempt organizations, faculty members should not use the name of the University in connection with such activities.



Northwestern University does not discriminate or permit discrimination by any member of its community against any individual on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship, veteran status, or genetic information in matters of admissions, employment, housing, or services or in the educational programs or activities it operates. Harassment, whether verbal, physical or visual, which is based on any of these characteristics is a form of discrimination. This includes harassing conduct affecting tangible job benefits, interfering unreasonably with an individual's academic or work performance, or creating what a reasonable person would perceive is an intimidating, hostile, or offensive environment.

All members of the Northwestern community – faculty, staff, students, and contracted vendors – share a collective responsibility for creating a discrimination-free and harassment-free environment.

While Northwestern University is committed to the principles of free inquiry and free expression, discrimination and harassment identified in this policy are neither legally protected expression nor the proper exercise of academic freedom.

Faculty may find further information about these policies via the Office of Human Resources web site [http://www.northwestern.edu/hr/equolopp1ether1i7theOmeC-0.0006saHod12./e-em.2\(g\)1\(i\)-](http://www.northwestern.edu/hr/equolopp1ether1i7theOmeC-0.0006saHod12./e-em.2(g)1(i)-)

## Statement on a Drug-Free Workplace

Northwestern University is committed to maintaining a drug-free workplace in accordance with the requirements of the Drug-Free Workplace Act (<http://www.research.northwestern.edu/policies/dr>

The ranks of (associate) professor emeritus, professor of instruction, distinguished senior lecturer, senior lecturer and lecturer and any position denominated as visiting, adjunct, clinical, contributed service, in-residence or part-time are non-tenure eligible positions. Service in any of these ranks may not be counted as part of the probationary period. These non-tenure eligible appointments in certain schools at the University perform various specialized functions and may be considered as annual appointments or as multi-year appointments. Such appointments are made in accordance with established procedures formulated by the school concerned.

#### Joint Budgetary Appointments

Faculty appointments may be held simultaneously in more than one department. If both departments provide salary support, the appointment may be referred to as a joint budgetary appointment. The department providing the major portion of salary support is the primary department; if two departments contribute equally, it must still be designated as "primary."

The "primary" department takes responsibility for reviewing the faculty's performance.



recommendation by the dean of the school to the post, and then to the Board of Trustees. The individual's record is carefully considered with regard to teaching, research accomplishments and potential, service, and the relative quality of his/her academic and professional achievements as a whole. A negative decision at any level is subject to appeal within the procedures provided by the University. A faculty member may request to be considered for tenure at any time, but the consideration for tenure takes place no later than during the final year of the probationary period. Should a faculty member request review for tenure earlier than required and not be approved for award of tenure, the faculty member may re-submit his/her request a second time, but no later than the final year of the probationary period.

### Assistant Professors

Though appointment lengths may vary, depending upon a faculty member's prior experience, tenure line assistant professors are normally appointed for a three-year term. The appointment may be renewed for a second three-year term (or a third three-year term at the Medical School). A decision regarding continued service as an assistant professor at the University is made on 4/15/2029. The is U-029 T)-t7(r029 T)-JTJ2 7(d.)-16.4(y206 1y12.8(y)4.210(an a- of tenu29

Medical Leave below).

Information about University Disciplinary Procedures is provided in the sections below.

#### Notice of Release

A non-tenured tenure eligible faculty member or a member of the non-tenure eligible faculty may be released at the expiration of the faculty member's appointment only if the administration gives the faculty member written notice of such intended release one year in advance of the expiration of the appointment, except in the case of one year appointments.

#### Appeal Procedures

Faculty members will be notified of decisions on reappointment, promotion, or tenure. If the decision is negative, the faculty member may request reasons for the decision and a meeting with [8ds 0 -6 Tw2.

who should meet with the faculty member and ~~ask~~ ~~ask~~ the matter within a reasonable time. If the faculty member is still unsatisfied, he/she should ~~file~~ ~~file~~ the grievance with the provost or with the vice president to whom that ~~unit~~ ~~unit~~ reports, who should ~~respond~~ ~~respond~~ promptly. If the faculty grievance involves a disciplinary action imposed by ~~departmental~~ ~~departmental~~, school or university administration, faculty also have the right to appeal to the Committee on Cause as described in the section on University Disfa

professional or other reasons, faculty members are expected to be in residence and available to students and colleagues throughout the period of appointment — in the case of faculty on nine-month appointments, from the arrival of students in the fall through Commencement.

Leaves of absence rather than sabbatical leaves are given at Northwestern. Northwestern is committed to the scholarly and professional development of the faculty. The University recognizes the need for its faculty to engage in research and professional development activities that will benefit both the scholar and the University. Active encouragement will be given to providing opportunities for professional and research leaves.

Leaves of absence may be granted for academic or professional reasons (academic leave) or personal reasons (personal leave)



(1) is encouraged to secure outside funding to at least partially cover school costs. Provision of financial support is the responsibility of the faculty member in concert with the school dean. In cases where funding for sabbatical leave is not readily available, the applicant and the dean should seek support in a variety of ways, making full use of all University resources. On occasion, special circumstances may arise that warrant funding from central administrative resources to promote professional development.

(2) will continue to meet certain responsibilities to graduate students and postdoctoral fellows, e.g., directing research and thesis progress.

and

(3)

## Summer Medical Leaves for Untenured Tenure-Track Faculty

Tenure-track faculty members on nine-month appointments who receive medical leave as described in the section of the handbook on Medical Leaves for six weeks or longer during a summer of the tenure probationary period may request release from teaching responsibilities for

age agreeable both to the faculty member and the administration. Faculty members who select this option are assigned 50 percent of their normal academic responsibilities (as defined by the dean of the school) and receive 60 percent of their normal academic year salary. University contributions to benefits treat the faculty member as full-time but are based on the reduced

above accepts a full-time academic appointment at another institution, the conferral of emeritus status would be delayed until the faculty member actually retires from full-time faculty service.

Because they typically have significant professional responsibilities beyond the University, part-time and adjunct faculty will generally not have achieved the record of service specifically to Northwestern necessary to merit appointment to emeritus status. Emeritus standing is not granted to persons whose faculty status has been largely nominal and who have not carried the independent instructional and/or research responsibilities generally associated with a faculty position in the field (e.g., administrators who hold coterminous faculty titles.)

The names of emeritus faculty are listed in the University directory as long as those persons annually submit information for the directory. They may use Northwestern University stationery for scholarly activities. They are given University identification cards. They have access to routine University computer network services. They are invited to attend all University functions usually open to faculty members, including faculty meetings, although they are not eligible to

provide full compensation for approved incremental expenses for either child or adult dependent care. Awards may be used for additional dependent care at home while the participant is traveling, for on-site dependent care at a conference or meeting, or for the cost of transporting the dependent and/or caregiver to a conference or meeting location. For information regarding this policy and how to apply are available through the Office of the Provost web site

( [WWW ZZZ QR UKZ HDV FXHGW H GX RSURFYRV WDIUH HU GHYHORS JUDQV G HSHQGHQW FDUH WUDYHO JUDQW KWPO](http://www.zzzqr.ukzhdvfxhgw.hgxrsurfyrvwdiuhhu.ghyhors.judqv.ghshqghqw.fduh.wudyho.judqw.kwpo) )

Committee on Cause provides ~~an~~ ~~initial~~ evaluation of appeals by faculty members in cases where the administration has imposed a minor ~~sanctions~~ ~~is~~ pursuing suspension or termination for Cause.

Each fall, the Faculty Senate's Executive Committee will nominate seven Faculty Senate members to serve on the Committee on Cause. ~~Of~~ ~~the~~ nominees must ~~be~~ non-tenure eligible

the end of the specified

Members disqualified for bias or interest wi



The faculty member and the Administration will have the right to confront and cross-examine all witnesses. Where the witnesses cannot or will not appear, but the Ad Hoc Committee determines that the interests of justice require admission of their statements, the Ad Hoc Committee will identify the witnesses, disclose their statements, and if possible provide for interrogatories.

In a hearing on charges of incompetence, testimony will include that of qualified faculty members from this or other institutions of higher education.

The Ad Hoc Committee will not be bound by strict rules of legal evidence and may admit any evidence of probative value in determining the issues involved. The findings of fact and the decision will be based solely on clear and convincing evidence in the hearing record.

Except for such simple announcements as may be required, covering the time of the hearing and similar matters, public statements and publicity about the case by either the faculty member or administrative officers will be avoided insofar as possible until the proceedings have been completed, including consideration by the University's Board of Trustees. The Administration and the faculty member will be notified of the Ad Hoc Committee's decision in writing and will be given a copy of the record of the hearing.

The Ad Hoc Committee may conclude (1) that there was not adequate cause for the charge(s) brought; or (2) there was adequate cause for the charge brought and may recommend alternative sanctions; or (3) there was adequate cause for the charge brought and the proposed sanction was appropriate. The Ad Hoc Committee will report its findings and recommendations, in writing, to the Administration and to the faculty member. The Administration will weigh carefully the findings and recommendations of the Ad Hoc Committee.

It is the expectation of the Faculty and Administration that objections of the findings and recommendations of the Ad Hoc Committee will be rare. Should the Provost reject the Ad Hoc Committee's recommendations in a particular instance, however, he/she will provide the full Faculty Appeals Panel and the faculty member with a written explanation. (an)-lehee's99( r)-3.nthltee 4.2(h21m)7.3(

accompanying federal regulations, and guidance issued by U.S. Departments of Education and Justice, the following procedures apply in cases where the University's Title IX Coordinator has determined, by a preponderance of the evidence gathered through an investigation, that a faculty





and childrearing leaves described later in this handbook) provided they are paid exclusively by the University or an affiliated institution. Visiting faculty members are generally assumed to retain benefit status in their home institution. However, visitors may participate in selected University- sponsored health insurance plans if they meet benefits eligibility requirements. Otherwise, visitors may purchase the health insurance plan offered through the Office of Risk Management.

New faculty must complete their online benefit enrollment through FASIS Self Service at <https://nupa.northwestern.edu> within 31 days of the beginning of the appointment.

To qualify a same-gender or opposite gender civil union partner for coverage under University-sponsored benefit plans, an employee and their same-gender or opposite-gender civil union partner must submit to the Benefits Division of the Office of Human Resources a civil union certificate prior to enrolling in any Northwestern University plans. Opposite gender civil union partners may only enroll in the fully-insured HMO health plan.

## Retirement and Other Benefit Programs

### Retirement Savings Plan

Under this plan, participants may transfer income to the health- and dependent-care accounts to pay for eligible (tax-deductible) expenses not otherwise covered by insurance or other benefit plans. Payments made to these accounts are not included from federal and state income taxes and from Federal Insurance Contributions Act (FICA) taxes (i.e., Social Security taxes).

childbearing are available to both male and female faculty. Childbearing leave is limited to eligible faculty (male or female) who are either an equal partner or caring for the child.

Instructional faculty members who do not meet eligibility requirements described above are eligible for up to six weeks of paid leave for childbearing, but not for adoption or childbearing leaves. All faculty are eligible for 12 weeks of unpaid leave under the provisions of the Family and Medical Leave Act (FMLA) for the birth and care of a newborn child or for placement of a child for adoption or foster care. Leave taken under FMLA should be coordinated with the leaves for childbirth, adoption or childbearing described above.

If a medically certified disability arises as a result of pregnancy or childbearing which renders the faculty member unable to work before or after the academic term in which the faculty member takes this childbearing leave, the faculty member is eligible for additional leave described in the "Medical Leave" section above. Further information regarding University policy pertaining to family leave is available from the Provost's Office web site at <http://www.northwestern.edu/provost/policies/faculty-leave-and-holidays/index.html>

#### Medical Leave/Fitness-for-Duty

If an evaluation of faculty performance indicates





coverage by paying at least part of the premium. All faculty contributions toward premiums are deducted from the participating faculty member's pay check. Faculty members who, at the initial opportunity, do not elect to participate in optional insurance programs must present satisfactory evidence of insurability if coverage is desired at a later date.

Family members and their dependent children through age 25 are eligible for coverage under the Health, Dental, Vision and Life Insurance plans. Dependent status requires individuals to be an eligible tax dependent on the faculty member's federal and state income tax returns. Dependent children include natural, step-, and legally adopted children, and any children who are in the faculty member's legal custody under an intercountry court order prior to finalization of adoption proceedings. No individual may be covered more than once under University-sponsored benefit plans.

At retirement, a faculty member who meets specific age and service requirements may elect to continue health, dental and vision coverage for himself/herself as well as for a spouse or domestic partner and any eligible dependent children. Participants pay 10 percent of total premium costs. A faculty member otherwise leaving the University may elect to continue health, dental and vision coverage subject to COBRA (Consolidated Omnibus Budget Reconciliation Act) provisions. Upon the death of a faculty member, the surviving spouse or domestic partner may elect coverage under the retiree health, dental and vision insurance plans for himself/herself and any dependent children.

## Health Insurance

Faculty members may enroll at the time of employment in one of the health insurance plans offered by the University. For full-time participants, the University contributes a portion of the premium for the type of coverage selected (you only, you+spouse). For benefits-eligible part-time faculty (i.e., faculty who hold appointments that are designated half-time or more but less than full-time), the University pays a lesser proportion of the total cost. The faculty member pays the remainder of the premium through pay reductions taken from income prior to the calculation of federal, state, and FICA taxes. The faculty member has a choice of an HMO and three PPO plans. Premium contributions to PPO and HMO plans are based on the faculty member's salary. For Medical School faculty, premium contributions are based upon the faculty member's total professional (academic full-time) salary. There is an annual open enrollment during which the faculty member may elect to change plans.

## Dental Insurance

Faculty members are eligible to participate in the University's group dental plans. Enrollment occurs at the time of employment via online enrollment using FASIS Self Service or within 31 days of a qualifying change in family or employment status using the Benefits Change Forms found on the Benefits Division website. The faculty member's contribution is taken from income prior to the calculation of federal, state, and FI

the University's supplemental life insurance plan. The amount that may be purchased is a multiple of a faculty member's academic year salary, up to a maximum of \$2,000,000 (for basic and supplemental combined). Three- to five-times coverage may be available, based upon evidence of insurability if the amount exceeds \$1,000,000. If the application for three- or more-times coverage is not approved, the faculty member is guaranteed a maximum of three times coverage not to exceed \$1,000,000. A faculty member's supplemental term life insurance

<http://www.northwestern.edu/hr/benefits/educational-assistance/index.html> for more information.

Eligible faculty may benefit from reduced tuition for a spouse or civil union partner or an eligible dependent child taking undergraduate courses at Northwestern (Dependent Reduced Tuition Plan) or an eligible dependent child taking undergraduate courses at schools other than Northwestern (Dependent Portable Tuition Plan). Information regarding eligibility of faculty for these plans is found under "Educational Assistance" in the Benefits section on the Human Resources web site <http://www.northwestern.edu/hr/benefits/educational-assistance/>

The Dependent Reduced Tuition Plan provides reduced tuition for specified undergraduate courses taken within the University by a spouse, civil union partner, and dependent children of eligible faculty. For dependent children only, a Dependent Portable Tuition benefit is available.

## School Tuition Discounts

Children of faculty receive certain discounts from Baker Demonstration School, Chicago Grammar School, North Shore Country Day School and Roycemore School, as explained on the Human Resources Benefits Division web site <http://www.northwestern.edu/hr/work-life/childcare/> and <http://www.northwestern.edu/hr/wlife/relocation/family-matters.html>