Balancing Work and Life

Resources and Policies for Faculty
2008-2009

Provided by the Office of Faculty Diversity
www.case.edu/president/aaction/aaeeo.html
Welcome to Case Western Reserve University.

Case Western Reserve University (CWRU) is an energetic, intellectually stimulating place to discover yourself and pursue your academic and professional goals. CWRU is committed to ensuring the success of our faculty by creating a welcoming and inclusive climate. We invite you to make use of the available policies and resources that will assist you in achieving the highest standards of research and scholarship while maintaining a balanced personal life.

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Equity and Diversity

Office of Faculty Diversity
The Office of Faculty Diversity is home to the Faculty Diversity Officer and the Manager of Faculty Diversity and Development. The Faculty Diversity Officer serves as a facilitator for addressing faculty diversity issues particularly relating to recruitment, employment, affirmative action and equal opportunity. The Officer investigates allegations of sexual harassment or discrimination, and facilitates other diversity issues related to faculty duties. The Faculty Diversity Officer may be contacted at (216) 368-8877 or diversityofficer@case.edu.

The Manager of Faculty Diversity and Development works with search committees to increase the diversity of the faculty candidate pools. The Manager leads the cultural competency session for new faculty, as well as conversation-al trainings about subtle bias, departmental climate change, communication skills, and meeting facilitation.

The extensive Office of Faculty Diversity website contains information for current and new faculty pertaining to work/life balance, hiring, and career development, as well as links to policies, benefits, the faculty senate, and research/reports relating to the University’s diversity.

www.case.edu/president/aaction/aaeoo.html

Flora Stone Mather Center For Women
The FSM Center for Women is dedicated to improving the professional and social climate for women within the University through education, advocacy, and research. The Center provides a variety of services and resources including faculty development and networking events, a calendar of University and community events, and the posting of conference notices and calls for papers.

www.case.edu/provost/centerforwomen/

Non-Discrimination Statement
The Case policy is to maintain an environment free from sexual harassment and harassment based on race, religion, age, sex, color, disability, sexual orientation, gender identity or gender expression, national or ethnic origin, political affiliation, or veteran status.

www.case.edu/president/speeches/diversity.html

If you have a suggestion, or would like your website considered for inclusion in the next brochure, please email facultydiversity@case.edu.
President’s Advisory Council on Minorities
The President’s Advisory Council on Minorities (PACM) is charged to advise the President and the Provost on diversity issues, assess current policies, develop strategic action plans, and suggest programs and policies to help realize racial inclusion, promote cultural sensitivity, and build a broadly diverse community University wide. The PACM works to promote information sharing and encourage cooperation among the various University offices and programs engaged in diversity efforts on campus.
http://pacm.case.edu

Policies

Americans with Disabilities Act (ADA) Policy
The Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended, prohibits discrimination on the basis of disability and protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits and other aspects of employment. Faculty or staff members requesting ADA accommodations should contact Office of Equal Opportunity and Diversity, 368-8877. Student ADA requests are handled through Educational Services for Students (ESS), (216) 368-0677. www.case.edu/president/aaction/disability.html

Consensual Relations Policy
All romantic or sexual relationships involving University faculty, staff, and/or students must be consensual, but even when consensual, concerns can be raised about the validity of the consent, conflicts of interest, and preferential treatment. This policy requires management plans for all those having romantic or sexual relationships with those they supervise. www.case.edu/president/aaction/consent.html

Domestic Partner Policy
Case is committed to respecting all members of our community and according every individual the same freedoms and rights, including domestic partner benefits. Our support for diversity on this campus is part of our commitment to ensuring that the Case campus is open and welcoming to all. www.case.edu/provost/lgbt/policies.html

Integrity Hotline Policy
Having a method for employees to report concerns of unethical activity anonymously without fear of retaliation is a good practice for any organization. The Integrity Hotline is such a resource. It is toll-free and available around the clock every day. No tracking, call-tracing or recording devices are ever used, and if you wish, you may remain completely anonymous. Call 866-483-9367. www.caseintegrityhotline.com

Partner Hiring Policy
The University has created a structure, used at the discretion of the Provost and Deans, to assist in the recruitment and retention of new faculty members and administrators who increase the quality and diversity of the University. www.case.edu/president/aaction/ppolicy.html

Pre-Tenure Extensions
In recognition of the family obligations facing many faculty, a pre-tenure extension is available to untenured men and women faculty in cases of family emergencies and/or childbirth or adoption. Upon written notification by the care-giving parent or parents within one year after each live birth or after each adoption, an extension of one year of the pre-tenure period shall be granted by the provost. Faculty may then apply for tenure on the original or the extended schedule at their discretion. Please see the faculty handbook. (G. p31-32) www.case.edu/president/facsen/index.htm

Sexual Assault Policy
Case Western Reserve University is a community dependent upon trust and respect for its constituent members: students, faculty, and staff. Sexual assault is a violation of that trust and respect. It will not be tolerated. Sexual assault is a serious crime. Any nonconsensual physical contact of a sexual nature is a sexual assault. Rape, statutory rape, incest, forced sodomy, sexual assault with an object, and fondling are examples of sexual assault. www.case.edu/provost/sexualconduct/policies/assault.html

Sexual Harassment Policy
Sexual harassment is against the law and prompt reporting of sexual harassment is in the best interest of the entire University community. Sexual harassment can be defined as any unwelcome sexual advance, requests for sexual
favors, other verbal or physical conduct of a sexual nature, or verbal or physical conduct directed at an individual(s) because of their gender or motivated by animus based on gender. Information about the University’s policy and where to go for information or assistance can be found at the website below.

www.case.edu/president/aaction/sexualharassment.html

Workload Release Policy
The University wishes to provide faculty members a period of time in which to adjust to the demands of parenting a newly born or adopted baby under the age of six. A faculty member who is the primary care-giving parent and whose duties include teaching and service shall be granted a workload release from teaching and service duties for one academic semester following each live birth or adoption of a child under the age of six. Please see the faculty handbook. (E. p36)

www.case.edu/president/facsen/index.htm

Resources

Cultural Competency Awareness
The New Faculty Cultural Competency Awareness session is designed for faculty to achieve a better understanding and appreciation of differences at Case Western Reserve University. The session explains University policies and the importance of creating an equitable, welcoming climate for all faculty, staff, and students. All new faculty are required by the Office of the Provost to attend the training before the end of their first fiscal year on campus. Held twice a year at the start of each semester, the session is led by Amanda Shaffer, Manager of Faculty Diversity and Development. For more information, please contact the Manager at (216) 368-8874 or amanda.shaffer@case.edu.

Lactation Centers
There are currently two lactation centers on campus. In the Bolton School of Nursing, 2nd floor women's room, and in the ground floor women's room in the School of Medicine, Wood Building, Room 59.

Resources for Faculty Development

Instructional Technology & Academic Computing (ITAC)
ITAC supports current technologies that help faculty enhance their teaching and research at Case. Services include: Website design, Streaming media, video conferencing and IP television, MediaVision Courseware, Instructional Design, 3D experiences and multimedia, Blackboard, Faculty workshops, and student technology consultants.

www.case.edu/its/itac/

Libraries
Kelvin Smith Library (KSL) is the main library supporting the teaching and research of CWRU. The University Archives, Kulas Music Library (in Haydn Hall) and the Astronomy Library (in the Sears Building) are all part of KSL. KSL librarians and staff also work with the libraries of the professional schools, the Cleveland Health Sciences Library, the Judge Ben C. Green Law Library, and the Harris Library of the Mandel School of Applied Social Sciences, as well as the affiliate libraries at the Cleveland Institute of Music, the Cleveland Institute of Art, and the Siegal College of Judaic Studies.

www.case.edu/dir/libraries.html

University Center for Innovation in Teaching and Education (UCITE)
Being an efficient and effective teacher enables a faculty member more time to focus on additional priorities. UCITE holds classes to improve teaching in areas such as dealing with classroom controversy and using technology to enhance your teaching. UCITE has programs, advice, and confidential consultations available to support faculty teaching in many ways, including offering grants, fellowships, and professional development. Visit the website for links to the writing center and other campus resources.

www.case.edu/provost/UCITE/

Weatherhead One-Day Seminars
The Weatherhead School of Management brings the latest in academic thinking to help individuals boost their leadership capacity and improve performance. One-day seminars include topics such as Communication and Professional Skills, Managing in a Healthcare Environment, Leadership Development, Managing Others, Women in Leadership, Strategic Marketing, and Strategy and Innovation.

http://weatherhead.case.edu/seminars/
A Welcoming Community

Newcomers Committee
The Newcomers Committee is a group of faculty volunteers who welcome new faculty, administrators, and their families to Case and the Cleveland community. Events are held during the year including a campus walking tour, potlucks, and morning coffees (at which children are welcome.) The first event each year is the Family Picnic following the Faculty Orientation held in August.
http://ising.phys.case.edu/welcome.html

New Faculty Orientation
All new faculty are required by the Provost to attend a half-day University orientation the Wednesday before the start of fall classes. Additional topics, such as grant writing and promotion and tenure, are covered during in-depth follow-up sessions throughout the fall semester. A mandatory cultural competency training class must be attended by all new faculty before the end of their first fiscal year at Case. To schedule your attendance at the orientation, contact the University Center for Innovation in Teaching and Education, at (216) 368-1224.
www.case.edu/provost/UCITE/

Lesbian Gay Bisexual Transgender (LGBT) Resource Website
Because issues related to sexual orientation are many, and tolerance becomes a primary concern, a website is maintained to provide information and show commitment to creating a safe and comfortable environment for lesbian, gay, bisexual and transgender people at CWRU. The site contains a variety of information about Case policies, news, student groups and the latest research on LGBT issues and concerns.
www.case.edu/provost/lgbt/index.html

Partner Hiring Network
The organizations listed on the web page may be a source of academic and non-academic employment for faculty spouses or partners. There is also a listing of nearby colleges and universities within a 40-minute drive of Case Western Reserve University.
www.case.edu/president/aaction/pnetwork.html

Benefits

Childcare Options
The Office of Faculty Diversity website offers information on how to find referrals to day care centers, family day care home providers, in-home providers, before-/after-school programs, preschool/headstart programs, summer programs, emergency/temporary/mildly sick care programs, and “special needs” programs, as well as a non-exhaustive list of local day care providers. New in 2008, Case employees are eligible for a 10% discount off the regular tuition for children of all ages at Cleveland Kindercare, located at 1891 E.93rd near the Case campus. For more information call (216) 229-1655.
www.case.edu/president/aaction/childcare.html

Employee Discount Program
Human Resources has arranged for faculty and staff to receive discounts and promotions at various establishments. A variety of discounts including bookstores, auto repair, dry cleaning and entertainment tickets for amusement parks, movies and the Metroparks Zoo, are available at the website.
www.case.edu/finadmin/humres/benefits/discount.html

Greater Circle Living Housing Program
Beginning June 2008, Greater Circle Living offers a $5,000 forgivable loan for down payment and/or closing costs for the purchase of an owner-occupied home by full-time employees of any nonprofit institution in Greater University Circle. Case employees may qualify for an additional $15,000 loan. Program eligibility is determined by Fairfax Renaissance Development Corporation. Please call Fairfax Renaissance Development at (216) 361-8400. or visit their website.
www.fairfaxrenaissance.org

Temporary Change in Parking
A parking permit holder may request a short-term closer parking lot that will best serve his or her needs during a temporary health condition or pregnancy. Instructions on how to request this service can be found at the website below.
www.case.edu/president/aaction/parking.html
Useful Websites

Academic Calendar (5-year)
www.case.edu/provost/registrar/calendar.html

Academic Careers in Engineering & Science (ACES)
www.cwru.edu/admin/aces/

Behavior Risk Assessment Committee (BRAC)
www.case.edu/provost/risk

Benefits Administration
www.case.edu/finadmin/humres/benefits/

Campus Map
www.case.edu/visit/map/

Deliver Me Food
www.case.edu/president/aaction/deliver.html

Dining on/near Campus
www.case.edu/finadmin/security/auxiliary/locations.htm

Diversity Listserv
To join the University-wide listserv, email
diversityofficer@case.edu

Diversity at University Hospitals
www.uhhospitals.org/tabid/1341/Default.aspx

EASE@Work
www.case.edu/finadmin/humres/erelations/ease.html

Equal Opportunity & Diversity (EOD)
www.case.edu/finadmin/humres/eod

Faculty Senate/Faculty Handbook
www.case.edu/president/facsen/frames/handbook.htm

Faculty Senate Committee on Minority Affairs
www.case.edu/president/facsen/frames/committees/
minority_affairs/macom.htm

Foreign Faculty & Scholars
www.case.edu/finadmin/humres/ffs

Institutional Research
www.case.edu/president/cir/cirhome.htm

Office of Multicultural Affairs (OMA)
http://studentaffairs.case.edu/multicultural

1-2-1 Fitness Center (on campus)
www.case.edu/president/aaction/121.html

Relocation
www.case.edu/president/aaction/relocation.html

Research at Case
www.case.edu/dir/research.htm

Resources for Department Chairs
www.case.edu/president/aaction/chairs.html

Security
www.case.edu/finadmin/security/protserv/protserv.htm

Supplier Diversity Program
www.case.edu/finadmin/matsupp/procurement/suplrdiv.html

Sports and Recreation
www.case.edu/president/aaction/sports.html

University Reports/Research
www.case.edu/president/aaction/unireports.html

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