



# Family Matters @ Stanford FOR FACULTY

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# Stanford's commitment to faculty with families

*By John Etchemendy, Provost and Professor of Philosophy*

During Stanford University's opening ceremonies in 1891, Leland Stanford set forth his view of the centrality of faculty members to a university. He said, "Ample endowment may have been provided, intelligent management may secure large income, students may present themselves in numbers, but in the end, the Faculty makes or mars the University."

Those words, although more than 100 years old, remain true today. Stanford University is committed to hiring and retaining the world's most accomplished and imaginative teachers and scholars as faculty members. Doing so is integral to fulfilling our research and teaching mission.

This commitment to excellence means that Stanford must also recognize its obligation to faculty members as people—with personal, as well as professional, aspirations and goals. After all, this university was founded by two loving parents who tragically lost their only child. In their grief, they promised to commit their extraordinary wealth and energy to helping "other people's" children.

On the pages that follow are descriptions of programs, resources and policies that Stanford offers specifically to support faculty members and their families. We know, too, that "family" takes many forms. So we are constantly reviewing the services we offer to best meet the needs of our faculty and of the people with whom they share their lives—spouses, partners, children and adult dependents.

The freedom and ability to pursue a fulfilling personal life in whatever form it takes contribute importantly to a successful academic career. We believe in supporting that aspiration for those who choose to pursue their careers at Stanford University.



**Nancy, Max and John Etchemendy**

# Stanford offices that offer assistance for personal and family matters

Thanks to the work of the following offices, Stanford has earned a high position among universities in terms of employee satisfaction, according to the *Chronicle of Higher Education*, whose 2008 survey garnered information from more than 15,000 administrators, faculty and staff at 89 colleges and universities.

Among campuses with 2,500 or more employees, Stanford ranked in the top five for job satisfaction; work-life balance; professional/career development program; compensation and benefits; respect and appreciation; teaching environment; supervisor or department chair relationship; confidence in senior leadership; healthy faculty-administration relations; collaborative governance; tenure clarity and process; perception and confidence in fair treatment; and internal communications.

## BECHTEL INTERNATIONAL CENTER

Bechtel International Center serves Stanford's local and international families by providing a welcoming meeting place for spouses. Ongoing events, such as a weekly Friday Coffee, ongoing cooking and language classes, as well as biweekly trips to surrounding areas present ample opportunities to make new friends, share experiences, discover new interests and learn about the area. An advisor is available to meet new international families, and everyone is encouraged to make use of the Resource Center staffed with volunteers who can speak with newcomers in a variety of languages.

The Bechtel Center also publishes a Calendar/Handbook for International Families that provides information about local opportunities, including classes in English, the arts, recreation, children's activities, volunteer opportunities, and community organizations and services. It also provides contact information for Stanford spouses who speak more than 20 different languages and are ready to assist newcom-

ers. To subscribe to the weekly e-mail newsletter, send a blank e-mail to [icenter-spouseprograms@lists.stanford.edu](mailto:icenter-spouseprograms@lists.stanford.edu). For more information, visit <http://www.stanford.edu/dept/icenter/families/index.html>.

## STANFORD BENEFITS

Stanford Benefits, which is part of Human Resources at Stanford, is staffed by professionals who can answer questions related to health benefits, retirement benefits and such offerings as the tuition grant program. Benefits representatives are available 7 a.m. to 5 p.m., PST, Monday through Friday, to answer questions. Stanford Benefits also offers an extensive website with self-service information and forms at <http://benefits.stanford.edu>. Call (650) 736-2985 or (877) 905-2985.

## BEWELL @ STANFORD

BeWell @ Stanford is endorsed and sponsored by the university and is the umbrella under which all university wellness programs find a home. The program was launched in January 2007 and is being driven by the Department of Athletics, Physical Education and Recreation (DAPER), Health Improvement Program (HIP), Stanford Benefits and Vaden Student Health Center. BeWell recognizes and collaborates with existing wellness programs and resources, working towards an increased awareness and availability of these opportunities on campus for all staff, faculty and students.

The BeWell Program components include the:

- BeWell Employee Incentive Program, which is an annual program that is open to all benefits-eligible employees and helps start personal wellness plans and programs.

- BeWell @ Stanford website, which is an interactive website at <http://bewell.stanford.edu>. It operates around the principles of Get Active, Eat Better and Unwind and is a tool to help the entire university community engage in wellness activities based on individual goals and interests.
- BeWell programs and events, which invite the entire campus community to engage in wellness activities. Engagement can be done as an individual, work group or department.

### COMMUNITY HOUSING SERVICES

Community Housing Services receives rental listings directly from area landlords that are made available to the Stanford community on a searchable Stanford website. Any Stanford affiliate is eligible to use the service, which is a division of Residential & Dining Enterprises. Send proof of Stanford affiliation, along with an e-mail address, fax number or mailing address to the Community Housing Services office. This can be faxed to (650) 736-1297. Anyone with a SUNet ID is already eligible to access the rental listings. Visit the website at <http://www.stanford.edu/dept/rde/chs> or e-mail the staff at [communityhousing@lists.stanford.edu](mailto:communityhousing@lists.stanford.edu).

### FACULTY AFFAIRS OFFICE

The provost's Faculty Affairs office advises university leadership on decisions related to faculty and faculty policies and maintains and provides accurate information about faculty matters. Staff members manage appointments, reappointments and promotions; salary setting, leaves and retirement; faculty personnel files; faculty appeals; policy development and communication; and policy management and exception requests. They also manage data related to faculty, including appointments, demographics, leaves, base salaries, billets, endowed professorships and administrative appointments. The office works with school deans' offices, the Advisory Board and the provost to ensure compliance with Board of Trustees and Academic Council policies and to facilitate communication on issues related to the professoriate and other teaching staff. Call (650) 723-3622 or write to [facultyaffairs@stanford.edu](mailto:facultyaffairs@stanford.edu).

### FACULTY DEVELOPMENT & DIVERSITY OFFICE

The Faculty Development & Diversity Office, led by Vice Provost for Faculty Development & Diversity Patricia Jones and Associate Vice Provost Jacyn Lewis, supports the faculty through programs and information resources. Included are orientation and informational programs and resources for new and junior faculty, workshops for department chairs and deans, and initiatives supporting faculty diversity.

The office assists in faculty recruitment and retention efforts to ensure that Stanford has an excellent and diverse faculty. The office assists deans, chairs and faculty search committees with outreach efforts for developing talented and diverse applicant pools. The office also serves as a central information resource for all faculty recruits and for newly-hired faculty in their transition to the Stanford community. Call (650) 736-0384, e-mail [facultydevelopment@stanford.edu](mailto:facultydevelopment@stanford.edu), or visit <http://facultydevelopment.stanford.edu>.

### FACULTY STAFF HOUSING OFFICE

The Faculty Staff Housing Office administers Stanford's extensive housing assistance programs for eligible faculty and senior staff. The university offers the Housing Allowance Program, the Mortgage Assistance Program, the Deferred Interest Program and the Residential Ground Lease Program. Call (650) 725-6893, e-mail [FSHousing@stanford.edu](mailto:FSHousing@stanford.edu) or visit the website at <http://fsh.stanford.edu>.

### OMBUDS OFFICES

Both Stanford and the Stanford Medical School have ombuds offices, whose missions are to protect the interests and rights of members of the Stanford community. The ombuds staff assist with redress of wrongs and resolution of disputes with impartiality and confidentiality. An ombuds works to resolve conflicts and concerns through a non-adversarial approach as an alternative to formal grievance procedures. Contact the Stanford ombuds at (650) 723-3682 or via e-mail at [ombuds@stanford.edu](mailto:ombuds@stanford.edu) or the Medical School ombuds at (650) 498-5744.





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### RELIGIOUS LIFE OFFICE

The Office for Religious Life at Stanford provides leadership and service in matters of religion, spirituality and ethics. The three current deans in the office stand within the Christian and Jewish traditions, but it is their responsibility to support all religious traditions represented at Stanford. They strive to ensure that students, faculty and staff will find on Stanford's campus honest, lively, thoughtful and supportive contexts in which to pursue their spiritual journeys. Call (650) 723-1762 or visit the website at <http://religiouslife.stanford.edu>.

### HEALTH IMPROVEMENT PROGRAM

Stanford has a long-standing commitment to the health and wellness of its faculty and staff members, beginning in 1983 with the creation of the Health Improvement Program (HIP), one of the nation's first employer-sponsored wellness programs. Through HIP, faculty and staff have access to dozens of fitness and wellness courses and programs. Visit <http://hip.stanford.edu>.

### STANFORD ATHLETICS, PHYSICAL EDUCATION AND RECREATION, AND WELLNESS

Faculty and staff and their spouses or domestic partners enjoy free access to the university's extensive athletic and recreational facilities. The Arrillaga and Tresidder Fitness Centers are equipped with more than 100 pieces of cardio equipment and a wide selection of strength-training machines

available without charge. These facilities also host HIP and group fitness classes. The Arrillaga Center for Sports and Recreation offers programs for students, faculty and staff, including intramural sports, club sports, outdoor education, physical education and recreation classes. Personal trainers are available for a fee to help employees meet fitness objectives. Stanford Athletics also sponsors many sports camps for children. Visit <http://suwellness.stanford.edu>.

### STANFORD HELP CENTER

The Stanford Help Center provides professional, confidential and brief counseling to faculty and staff at Stanford, including the hospitals and clinics and the Stanford Linear Accelerator Center. People seek help for such issues as job stress, relationship issues, parent-child concerns, care of elderly parents, substance abuse, and grief and loss. Spouses, domestic partners and children younger than 21 are also eligible. All contacts with the Help Center are confidential. The center is staffed by licensed clinical social workers, marriage and family therapists and psychologists. Call (650) 723-4577 or visit the web at <http://www.stanford.edu/dept/helpcenter>.

### WORKLIFE OFFICE

The WorkLife Office assists faculty, staff and students in reaching a balance among their work, study, personal and family lives. Services include child-care resources and referrals, parent education and consultation, elder care and caregiving support and strategies for navigating work and life. Call (650) 723-2660 or visit <http://worklife.stanford.edu>.

# Stanford's child-care and child-support programs

Stanford's extensive services for faculty families include resource and referral for child-care and parenting needs, on-campus child-care centers, an emergency back-up child-care program, parent and babysitting networks, a child-care subsidy grant program, child-care assistance and dependent care research travel grant program for junior faculty, an adoption reimbursement program and a tuition grant program.

## ON-CAMPUS CHILD-CARE PROGRAMS

Stanford currently has seven programs on campus that serve about 650 children in either full-time, part-time, nursery school or combination schedules. Most of the on-campus facilities have waiting lists, and new faculty members are encouraged to contact the centers as soon as possible.

For information about the waitlists at any of Stanford's centers, visit <http://worklife.stanford.edu/waitlist.html>.

### Pre-school child care

#### *Children's Center of the Stanford Community*

The Children's Center of the Stanford Community (CCSC) is a non-profit, parent-participation program serving Stanford families with children eight weeks to five years of age. CCSC, which is governed by a parent board and overseen by the university's WorkLife Office, is located on campus on Pampas Drive. The center is accredited by the National Association for the Education of Young Children (NAEYC) and offers child-care services exclusively for Stanford families.

CCSC provides full-day education and care with 140 full-time equivalent spaces. Both full-time and part-time schedules are available. CCSC offers a reduced tuition rate to parents who work on center projects and participate in the cooperative by volunteering in their children's classrooms.

The center is open all year Monday through Friday, 7:30 a.m. to 6 p.m. Contact the center by calling (650) 853-3090 or visit the website at <http://www.stanford.edu/group/CCSC>.

#### *Children's Creative Learning Center at Stanford West*

Children's Creative Learning Center at Stanford West (CCLC at Stanford West) is located on Clark Way at the on-campus Stanford West housing development. The center provides full-time and limited part-time schedules for children six weeks to five years of age and has a capacity of 108 full-time equivalent spaces. CCLC at Stanford West offers first priority to children of Stanford West residents, then to Stanford affiliates and finally to the community if space is available. CCLC at Stanford West is accredited by NAEYC.

The center is open all year Monday through Friday, 7 a.m. to 6 p.m. Call the center at (650) 723-8700.

#### *Stanford Arboretum Children's Center*

The Stanford Arboretum Children's Center (SACC) is an education and care center for children eight weeks to five years of age, offering full-time and part-time schedules to Stanford affiliates only. SACC is managed by Children's Creative Learning Centers, accredited by NAEYC and offers 130 full-time spaces.

The center is located on Quarry Road and is open all year Monday through Friday, 6:30 a.m. to 6:30 p.m. Call the center at (650) 725-6322 or visit <http://www.cclc.com>.

#### *Stanford Madera Grove Children's Center*

Stanford Madera Grove Children's Center (the Grove) is the newest addition to Stanford's child-care system. Located at 751 Olmstead Road, the center consists of two "houses," connected by a tree-covered outdoor play space. When completed, the Grove will have a capacity of 200 full-time-equivalent spaces and serve children from eight

weeks to five years of age. Full-time and limited part-time spaces are available. Priority is given to faculty parents, followed by graduate student parents and post-doc parents, and, finally, staff parents.

The first house, Acorn House, opened in August 2008. The second, Mulberry House, opens in Spring 2010. The Grove, managed by Children's Creative Learning Centers, is open Monday through Friday all year from 7 a.m. to 6:30 p.m.

#### *Bing Nursery School*

Bing Nursery School is part of the Department of Psychology and is accredited by NAEYC. The school was established to provide a sound educational environment for young children, to create a laboratory for research in child development and to teach undergraduate and graduate students through observation and classroom experience. Many major research studies in child development have been conducted at Bing Nursery School, including Walter Mischel's delay of gratification research, Albert Bandura's observational learning experiments and John Flavell's inquiries into the development of the mind in children.

Morning or afternoon schedules (8:45 to 11:45 a.m. or 12:45 to 3:45 p.m.) are offered during the academic year for children two to five years of age. A seven-week half-day summer session is also offered. The center is located on Escondido Road. Call the center at (650) 723-4865 or e-mail [bingschool@stanford.edu](mailto:bingschool@stanford.edu).

#### *Rainbow Nursery School*

The Rainbow Nursery School is a NAEYC-accredited parent cooperative that accepts children two years nine months to five years of age. With an emphasis on community, Rainbow is designed to meet the needs of graduate student families living in Escondido Village and offers waiting-list priority and reduced tuition to residents. Enrollment is available for other Stanford affiliates on a space-available basis.

Rainbow School offers part-time morning schedules, as well as a 9 a.m. to 3 p.m. session. It follows an academic-year schedule and offers a four-week summer session. A small program, Rainbow's capacity is 22 children. Call (650) 723-0217 for information.

### School-age child care

#### *Pepper Tree School*

The Pepper Tree School is Stanford's only after-school program. Located in Escondido Village and operating between the hours of noon and 6 p.m., the program is for children in kindergarten through second grade. Pepper Tree primarily serves graduate student families and gives priority and a reduced tuition rate to residents of Escondido Village. Enrollment is available for other Stanford affiliates on a space-available basis. Pepper Tree is NAEYC accredited, offers 22 full-time equivalent spaces and operates Monday through Friday during the academic year with a four-week summer session.

The center is located on Escondido Road. Call the center at (650) 723-3646.

### SUMMER ATHLETIC CAMPS

Stanford Athletics offers about 25 summer athletic camps for children annually—both daytime and overnight. Among the most popular for people working on campus is the all-day All Sports Camp, which introduces children six to 14 to new sports and games. For more information, contact Stanford Athletics at (650) 723-4591 or visit the website at <http://gostanford.cstv.com>.

### OTHER CHILD-CARE OPTIONS

The WorkLife Office provides Stanford faculty and affiliates with information on other child-care options on campus and in the surrounding communities. The office has educational materials about choosing center care and finding quality family home care (interviewing, checking references, setting up a contract, responsibilities as an employer, etc.). Available information includes:

- Licensed and accredited child-care centers, preschools and nursery schools in the Palo Alto and surrounding communities
- Family child-care homes
- In-home agencies, nannies, au-pairs
- After-school programs and school-vacation programs
- Occasional babysitting and playgroups
- Summer camps and youth programs





**Children at the Bing Nursery School enjoy a visit from an alpaca.**

The staff will meet individually with parents to discuss options and procedures and/or can send a packet with information on how to choose the best child-care and early childhood programs.

A lending library with extensive information on child-care options, special needs for infants and toddlers, choosing high-quality care and many other family and parenting topics is also available.

Call the WorkLife Office at (650) 723-2660 or visit <http://worklife.stanford.edu>.

#### **CHILD CARE SUBSIDY GRANT PROGRAM**

Stanford's Child Care Subsidy Grant Program provides a grant of up to \$5,000 a year to qualified faculty and staff with children younger than 10. This need-based program is designed to assist in meeting the cost of child care. The grant is not limited to campus centers and can be used for any eligible child care.

The WorkLife Office determines eligibility for a child-care grant based on an application that includes income information. There are three application periods: July/August, September/October and May. Grants awarded during the first two periods are funded through Stanford's Dependent Day Care Flexible Spending Account plan and are tax free.

Child-care claims are reimbursed based on the rules and regulations governing Stanford's Dependent Day Care Spending Account plan. Grants awarded during the last application period are prorated and taxable.

For more information, contact the WorkLife Office at (650) 723-2660 or visit [http://worklife.stanford.edu/child\\_grant.html](http://worklife.stanford.edu/child_grant.html).

#### **DEPENDENT DAY CARE FLEXIBLE SPENDING ACCOUNT**

Stanford offers a Dependent Day Care Flexible Spending Account that faculty and staff can use to set aside before-tax dollars for eligible dependent day care expenses, including care for children, disabled spouses or other disabled dependents. To qualify, care for the dependent must be necessary to enable faculty members and their spouses, if appropriate, to work, look for work or go to school full time.

To learn more about this benefit, call Stanford Benefits at (650) 736-2985 or visit the website at <http://benefits.stanford.edu>.



The All Sports Camp is offered during the summer by Stanford Athletics.

#### EMERGENCY AND BACK-UP DEPENDENT CARE

Stanford has offered an emergency and back-up child-care program to help when regular care for infants through school-age children falls through because of temporary challenges such as school closures, vacation and illness. Referrals to selected in-home agencies, centers and family child-care homes that provide back-up child care are provided. In 2009 this program will be replaced with a new emergency and back-up dependent care program to help when regular care for children or adult dependents falls through. Information about accessing these programs can be found on the WorkLife Office website at <http://worklife.stanford.edu/emergencychildcare.html>.

#### FLEXIBLE ON-CALL SITTERS

The WorkLife Office keeps a list of people who offer flexible care on an on-call basis. The list is updated quarterly and consists primarily of Stanford students and staff members. The list is available electronically upon request to the WorkLife Office at (650) 723-2660.

#### PARENT NETWORK

The Stanford Parent-Net e-mail list is a list serve where faculty, staff and student parents share information on a variety of parenting and child care issues. To subscribe, call the WorkLife Office at (650) 723-2660.

#### JUNIOR FACULTY DEPENDENT CARE TRAVEL GRANTS

Stanford offers junior faculty (assistant and associate professors in tenure-, non-tenure- and Medical Center-lines who have not yet received tenure or promotion to continuing term) taxable grants for qualified dependent care expenses incurred when traveling to attend professional meetings, conferences, workshops and professional development opportunities or to conduct research or scholarship. The grant is funded at a level intended to provide for reasonable and approved expenses, up to a maximum (\$500 post-tax per year in 2008-09) per calendar year.

Awards may be used for either child or adult dependent care, including for:

- Care at an alternative location (including at home) for after-hours care while you are away.
- Reasonable dependent care expenses over and above the costs, if any, that you would normally incur for care here, if your dependent must travel with you.
- Duplicate care, i.e., dependent care at a conference or research site if you must continue to pay to preserve dependent care space or coverage here.
- Travel expenses for a caregiver.

Grants are administered as either a reimbursement or a grant in advance and are paid as additional compensation and considered taxable income. This program is administered by the WorkLife Office. For more information see [http://worklife.stanford.edu/faculty\\_travel\\_grant.html](http://worklife.stanford.edu/faculty_travel_grant.html).

### **JUNIOR FACULTY CHILD CARE ASSISTANCE PROGRAM**

The Junior Faculty Child Care Assistance Program is available to full-time junior faculty (assistant and associate professors in tenure-, non-tenure- and Medical Center-lines who have not yet received tenure or promotion to continuing term). The program provides financial assistance for child care to families with children age five and under. Spouses or registered domestic partners must be working at least 30 hours per week or be disabled, a full-time student or looking for work (if married to or a partner of newly-hired faculty).

Award levels (\$5,000 to \$20,000 in 2008-09) are based on family-adjusted-gross income for those whose income does not exceed a set threshold (\$174,999 per year in 2008-09). If a family has more than one child younger than five, the total award is increased by \$1,000. The awards are disbursed through reimbursements for child-care expenses and are paid as taxable salary supplements. This program is administered by the WorkLife Office. For more information see <http://worklife.stanford.edu/jfccap.html>.

### **ADOPTION ASSISTANCE PROGRAM**

Stanford's Adoption Assistance Program reimburses up to \$10,000 per adoption for "qualified adoption expenses." All benefits-eligible faculty working at least 50 percent full-time-equivalent or more and with an assignment of at least six months are qualified to apply. The program will provide assistance for up to two adopted children per family.

The adopted child must be younger than 18 at the time a "qualified adoption expense" is paid or incurred and may not be the child of the faculty member's spouse or same-sex domestic partner. "Qualified adoption expenses" are defined as reasonable and necessary adoption fees, court costs, attorneys' fees and other expenses directly related to the legal adoption of an eligible child, such as:

- Public and private adoption agency fees permitted or required under the law of the state having jurisdiction over the adoption
- Legal and court fees
- Medical and hospital services provided to the child (not otherwise covered by insurance)
- Travel expenses associated with the adoption, including transportation, meals and lodging
- Immigration, a child's immunization and translation fees
- Temporary foster-care charges provided before placement of the eligible child in the home

The program is administered by the WorkLife Office. For more information about the program or its tax implications, call WorkLife at (650) 723-2660 or visit the website at <http://www.stanford.edu/dept/ocr/worklife/adoption.html>.

### **TUITION GRANT PROGRAM**

The Stanford Tuition Grant Program helps eligible faculty and staff members pay full or partial undergraduate college tuition for dependent children. The program, which provides a benefit up to half of Stanford's undergraduate tuition, funds tax-exempt payments to accredited colleges and universities. The maximum benefit payable under the program is based on the percent of full-time equivalency of the faculty member's appointment.

Members of the professoriate become eligible for the program on the effective date of appointment. Eligible children include:

- Natural or legally adopted children
- A stepchild who has lived with the faculty member for at least 12 months before the benefit is requested
- A foster child who has lived with the faculty member at least 24 months before the benefit is requested
- The child of a registered domestic partner who depends on the faculty member for support and has lived with the faculty member in a regular parent/child relationship for at least 12 months before the benefit is requested

For more information on the program, visit the Human Resources web site at <http://hrcap.stanford.edu/tgp.html>.





# Workplace accommodations for faculty with families

Stanford's policies reflect the university's commitment to supporting faculty members and their families. The following are summaries of policies that offer workplace accommodations to faculty members who become new parents. The policies themselves are found at <http://facultyhandbook.stanford.edu/>. For more information, contact the department chair, dean or the Faculty Affairs office at [facultyaffairs@stanford.edu](mailto:facultyaffairs@stanford.edu) or (650) 723-3622.

## PREGNANCY DISABILITY LEAVE (MATERNITY LEAVE)

Stanford's pregnancy disability leave policy for faculty is designed so that the responsibilities of work need not cause concern for faculty members. Stanford's leave policy is governed by California's Pregnancy Disability Leave Law, which allows for leave of up to four months due to medically certified, pregnancy-related disability. The length of pregnancy disability leave is determined by the faculty member's physician, who certifies the number of weeks that she is disabled, both before and after delivery. The faculty member must apply for short-term disability insurance. Stanford will continue to pay the difference between the short-term disability payment and the faculty member's academic salary for the first 90 days of disability. Stanford will continue its usual contribution to group medical and dental health plans. For more information about pregnancy disability leave, see the Life Events and Leaves sections on the Benefits website at [http://benefits.stanford.edu/cgi-bin/life\\_event/leave/](http://benefits.stanford.edu/cgi-bin/life_event/leave/).

Department chairs and deans are expected to routinely approve requests for pregnancy disability leave. Sabbatical leaves are intended for professional development and should not be used for maternity-related leave.

The tenure clock does not stop for pregnancy disability leave per se, but a faculty member on pregnancy disability

leave can request a new-parent tenure clock extension by submitting the request form located at <http://facultyhandbook.stanford.edu/f.html>. For additional information, contact Faculty Affairs at [facultyaffairs@stanford.edu](mailto:facultyaffairs@stanford.edu) or (650) 723-3622.

## EXTENSION TO THE TENURE-LINE SEVEN-YEAR TENURE CLOCK OR TO A NON-TENURE LINE OR MEDICAL CENTER-LINE APPOINTMENT

A faculty member who becomes a parent, by birth or adoption, while holding a tenure-accruing appointment, is entitled to a one-year extension of the tenure clock. Because Stanford limits the length of time in a tenure-line untenured rank to 10 years, no more than three one-year extensions are allowed for any reason. A non-tenure line or Medical Center line faculty member who becomes a parent, by birth or adoption, while holding an appointment for a term of years may request a one-year extension of the date on which the current appointment would end.

Faculty members who are new parents are strongly encouraged to request extensions. To initiate the extension process, the faculty member must submit the form located at <http://facultyhandbook.stanford.edu/f.html> to his or her department chair or to the school dean's office for schools without departments. Requests must be submitted prior to the beginning of the final year of the faculty member's current appointment. The department and/or school then submits to the Provost's Office a recommendation for a professorial appointment amendment to extend the appointment. The provost automatically approves requests for new-parent tenure-clock extensions.

For information, see sections 2.1.D(2)b or 2.5.C of the Faculty Handbook at <http://facultyhandbook.stanford.edu/ch2.html#ten> or contact the department chair, dean



or Faculty Affairs at [facultyaffairs@stanford.edu](mailto:facultyaffairs@stanford.edu) or (650) 723-3622.

Other personal circumstances may significantly disrupt teaching, clinical and scholarly activities and/or may require short-term or long-term disability. Faculty members should contact their department chair or dean's office to explore possible tenure-clock and appointment modifications.

### REDUCED TEACHING AND CLINICAL RESPONSIBILITIES

Stanford provides faculty who become new parents with additional flexibility in their work schedule at the time of the birth or adoption of the child.

A faculty member who gives birth may request a teaching-load reduction if her pregnancy disability leave occurs during a quarter in which standard teaching responsibilities are normally assigned (for most faculty members that is Fall, Winter and Spring). A second reduction (during the quarter of the birth or in the subsequent quarter, if these

are quarters in which she is normally expected to teach) is also available to the birth mother if she provides 50 percent or more of the infant's child care during the work day.

A faculty member in clinical departments in the School of Medicine who gives birth may request to be excused from clinical responsibilities (as well as classroom teaching, if any) for 90 days following the end of her pregnancy disability leave, subject to the requirement that she provides 50 percent or more of the infant's child care during the work day.

Faculty who become fathers or adoptive parents of young children may request a teaching-load reduction if the child's arrival occurs during a quarter in which standard teaching responsibilities are normally assigned and if they provide 50 percent of the child care during the work day.

New fathers and adoptive parents in clinical departments in the School of Medicine may request to be excused from clinical duties (as well as classroom teaching, if any) for 90 days immediately following the arrival of a child, subject



Stanford's 8,180-acre campus is located between San Francisco and San Jose.



**Sports clinics give children the chance to interact with members of Stanford's athletic teams.**

to the requirement that they provide 50 percent or more of the child care during the work day.

To reiterate, the reduced teaching and clinical responsibilities policy is not intended for parents whose newborn or newly adopted child is cared for more than half time by a spouse/partner and/or a child-care provider.

During a period of reduced teaching and clinical responsibilities, faculty remain on full salary and, except during pregnancy disability leave (if applicable), they continue to carry a full complement of professorial activities other than classroom teaching, such as research and scholarship, graduate and undergraduate student advising, or committee work. If the faculty member wants to return to classroom teaching before the end of the academic term, he or she may choose to do so.

Stanford expects that faculty members choosing this option will be treated no differently than other faculty members when they resume regular teaching duties.

The request form for reduced teaching or clinical duties for new faculty parents may be found at <http://facultyhandbook.stanford.edu/g.html>. For additional information, see section 3.5.B of the Faculty Handbook at <http://facultyhandbook.stanford.edu/ch3.html#newparents>

or contact the department chair, dean or Faculty Affairs at [facultyaffairs@stanford.edu](mailto:facultyaffairs@stanford.edu) or (650) 723-3622.

#### **CHILD-CARE LEAVE**

A faculty member who becomes a parent, whether by birth or adoption, may request a leave without salary of up to one year, at full or part time, for the purpose of caring for the child. (For a faculty member who gives birth, such a leave could be in addition to pregnancy disability leave and in addition to a period of reduced teaching/clinical duties.) Requests for child-care leave are submitted to department chairs or deans using the form found at <http://facultyhandbook.stanford.edu/a.html>. Requests for Child Care Leave are subject to the normal approval process for leaves, but department chairs and deans are urged to give priority to such requests. Sabbatical leaves are intended for professional development and should not be used for child-care leave.

Upon request of the faculty member, the first 12 weeks of child-care leave may be taken as family and medical leave, so as to continue Stanford's usual contribution to group medical and dental health plans (see family and medical leave description). For additional information, see section 3.5.C of the Faculty Handbook at <http://facultyhandbook.stanford.edu/ch3.html#child> or contact Faculty Affairs at [facultyaffairs@stanford.edu](mailto:facultyaffairs@stanford.edu) or (650) 723-3622. Additional

information about premium payments for medical and dental coverage during leave is available at <http://benefits.stanford.edu>.

## FAMILY AND MEDICAL LEAVE

Stanford's policy on family and medical leave for faculty provides for up to 12 weeks of unpaid leave in any 12-month period for eligible employees for certain family and medical reasons. The university's policy follows the guidelines of the California Family Rights Act of 1991 (amended in 1993) and the federal Family and Medical Leave Act of 1993.

Family or medical leave may be taken:

- to care for the faculty member's spouse (including same-sex domestic partner), child or parent who has a serious health condition;
- for a faculty member's serious health condition; and
- for child-care leave.

A serious health condition is defined as any illness, injury, impairment, or physical or mental condition serious enough to involve hospitalization, in-patient care in a residential medical facility or continuing treatment or supervision by a health care provider. In the case of a serious personal health condition, the faculty member may be eligible for short-term or long-term disability payments.

When possible, requests for family or medical leave should be made sufficiently in advance to allow the school or department to make appropriate arrangements for teaching and other assignments. The request form is located at <http://facultyhandbook.stanford.edu/a.html>. See also section 3.5.D of the Faculty Handbook at <http://facultyhandbook.stanford.edu/ch3.html#fml>. Additional information about family or medical leave, including an explanation of the eligibility requirements and premium payments for medical and dental coverage during leaves, is available at <http://benefits.stanford.edu>.

## FAMILY TEMPORARY DISABILITY INSURANCE

Family temporary disability insurance is available to all faculty members who participate in the Stanford Voluntary Disability Insurance Plan. It provides partial wage replacement to faculty members on approved leaves of absence to care for a seriously ill family member or to bond with a new child. Faculty members are required to take family and medical leave at the same time they are receiving family temporary disability benefits. Additional information about family temporary disability insurance, including an explanation of the eligibility requirements, is available at <http://benefits.stanford.edu>.

## PART-TIME OPTIONS

Stanford looks favorably on family-related needs as a possible justification for granting temporary reductions from full-time to part-time status. Faculty members should direct inquiries to their department chair or dean. Information regarding part-time appointments is available in Section 2.6.D of the Faculty Handbook at <http://facultyhandbook.stanford.edu/ch2.html#part>.

All usual criteria relating to the quality of academic contribution apply to part-time appointments. Those holding part-time appointments are expected, within policies established in individual schools, to participate as full colleagues making proportional contributions to the life of the department or school, service on committees and advising of students. It is realistic to assume that an appointment of 50 percent time or more is usually necessary for the faculty member to contribute to the academic program in the manner described above. Although this is an operational guideline rather than an absolute limit, recommendations for appointment of less than 50 percent time must include an indication of the circumstances requiring an exception to this guideline, the expected duration of the exception, and confirmation that the faculty member is informed of the impact on benefits eligibility, the tenure clock and sabbatical accrual.





**Russ Fernald, professor of biology, and Anne Fernald, professor of psychology**

## Dual-career assistance for faculty

Many Stanford faculty members have spouses or partners with professional positions in higher education or in other fields. The university offers assistance to spouses or partners of faculty recruits and new and current faculty in finding positions at Stanford or elsewhere in the Bay Area.

This assistance may include meeting with the faculty member, spouse or partner; referring the individual to others at the university for assistance; and providing information on websites and other resources for finding open positions. For information about employment opportunities, visit <http://facultydevelopment.stanford.edu/careerresources.html> or contact the Faculty Development & Diversity Office at (650) 736-0384 or [facultydevelopment@stanford.edu](mailto:facultydevelopment@stanford.edu). For assistance with academic or certain other professional positions for spouses or partners, faculty recruits or current faculty may directly contact Professor of Law Robert Weisberg, special assistant to the provost for faculty recruitment and retention.

Staff and administrative position openings at Stanford are posted on the Human Resources website at <http://jobs.stanford.edu>. Open faculty positions in Stanford's seven schools are listed on each of the schools' websites, links for which can be found at <http://www.stanford.edu/home/faculty/positions.html>.

In addition, faculty, staff and administrative positions at Stanford and at more than 40 other Northern California colleges and universities can be found at <http://www.norcalherc.org>, the searchable website of the Northern California Higher Education Recruitment Consortium (HERC), of which Stanford is a founding member. This regional higher education job website is the first of its kind in the nation.

# Caring for aging family members

Stanford offers services under the auspices of the WorkLife Office to help faculty members who are caring for aging family members and/or dependents. Stanford's services are provided in partnership with Avenidas, a multi-service non-profit agency that serves people age 50 and older and the caregivers who assist them. Avenidas focuses on identifying needs, developing plans and delivering services that will enhance independence, health and wellbeing.

## SUPPORT AND CAREGIVER SERVICES

Avenidas, based in Palo Alto, offers the following services, some of which are fee-based, for faculty with an aging parent, spouse, partner or other relative:

- Information on midpeninsula community resources
- Confidential social worker consultation
- Support groups for adult children or other caregivers coping with aging relatives
- Support groups for spouses/partners assisting less independent older adults
- Assessment, planning, coordination of services for frail older adults and monitoring of the situations
- Out-of-home care up to five days a week with extended hours for working caregivers
- Information and resources for long-distance caregiving

Programs offered by Avenidas include:

- Enrichment and social opportunities
- Educational activities, including a computer learning center and health library
- Financial and legal counseling and services
- Food and nutrition, including a daily hot luncheon for those age 60 and older
- Health and housing information
- Personal support services for adults age 50 and older

## ON-CAMPUS CAREGIVER SUPPORT

The WorkLife Office offers a monthly campus support group for Stanford community members who are caregivers or dealing with caregiver issues. In addition, WorkLife offers quarterly seminars that are free to all members of

the Stanford community on subjects such as long-distance caregiving, finding a case manager and memory loss. A lending library on related topics is also available.

For more information, visit the websites at <http://worklife.stanford.edu> and <http://www.avenidas.org> or call the WorkLife Office at (650) 723-2660.

## LONG-TERM CARE BENEFITS

Among the benefits Stanford offers is Long-Term Care (LTC) coverage to help pay many day-to-day expenses for elderly or disabled care (e.g., nursing homes) not covered by medical plans.

LTC coverage is available to benefits-eligible faculty members, their spouses or registered domestic partners, parents, parents-in-law, grandparents and grandparents-in-law. Eligible family members may apply even if the faculty member does not opt to enroll. Once a faculty member or his or her eligible family member purchases coverage, that coverage cannot be terminated or canceled for any reason, other than failure to pay premiums or reaching the lifetime maximum benefit. A new faculty member can enroll at any time, but if you enroll within the 31-day new hire enrollment period, you do not have to complete an Evidence of Insurability form, and coverage is guaranteed.

LTC benefits include:

- Home health agency services, personal care, hospice care, homemaker services, residential care, adult foster care and nursing home care
- Waiver of premiums during the period benefits are being received and for some time afterward
- A temporary bed-holding benefit in case a patient must temporarily leave a nursing home care facility to be hospitalized or for another reason
- Respite care to provide time off for a day-to-day caregiver

For more information on Long-Term Care benefits, call CNA at (800) 528-4582 or visit its website at <http://www.ltcbenefits.com>, password: stanfordgltc.





**There are more than 70 outdoor sculptures located throughout the Stanford campus.**



**The Lucile Packard Children's Hospital on the Stanford campus is consistently rated as one of the nation's best children's hospitals.**

## Health care options and programs

Stanford offers a comprehensive and flexible benefits program for faculty members who work at least 50 percent full time for six months or more and their dependents.

Following are benefits for which faculty members are eligible:

- Medical, including prescription drugs
- Dental
- Vision
- Mental health
- Life and disability
- Long-Term Care
- Flexible spending accounts, including health care and dependent day care spending accounts
- Child-care and adoption assistance
- Retirement plans
- Educational assistance
- Other benefits, including use of facilities and a housing program

### HOW BENEFITS WORK AT STANFORD

Stanford contributes toward the purchase of health and welfare benefits. This allows employees the flexibility to choose the benefits that best meet their needs and those of their dependents.

New faculty members have 31 days from their hire date to select health and welfare benefits. Those who do not make selections are automatically assigned coverage in certain programs. From then on, benefits are chosen annually during the university's open enrollment period in the fall.

Most benefits are paid on a before-tax basis, lowering the taxes taken out of each paycheck. These include medical, dental, vision, employee and dependent accidental death and dismemberment and flexible spending accounts. However, Long-Term Care, for instance, is paid by the employee on an after-tax basis.

### AN EMPHASIS ON PLAN CHOICE

Stanford health benefits are specifically designed to give faculty members as much choice as possible, given the Bay Area's competitive health care environment. Generally, the university ensures that faculty can choose among several medical plan options. Access to Stanford Hospital and Clinics and the Lucile Packard Children's Hospital is a high priority for many faculty members and is provided for in the university's options.

Enrolling in any of the university's health plans automatically provides faculty and their dependents with mental health care services and a prescription drug program.

### HEALTH AND WELLNESS PROGRAMS

Stanford places a high priority on the health of its faculty and staff. Among Stanford's programs to promote health and wellness among faculty and staff is the BeWell @ Stanford program. The program offers benefits-eligible employees incentives to take the Stanford Health and Lifestyle Assessment and to learn about ways to develop a personal wellness action plan. The BeWell @ Stanford online community gives faculty and staff access to information on health programs and groups to join. Visit <http://bewell.stanford.edu>.

In addition, Stanford's Health Improvement Program (HIP) allows faculty members to participate in a broad range of on-campus exercise and health-related programs.



**The Stanford Health Improvement Program, created in 1983 as one of the nation's first employer-sponsored wellness programs, offers physical activity classes, health education and fitness assessments.**



**Provost John Etchemendy, right, leads the annual Cardinal Walk around campus, which is designed to encourage participation in the BeWell @ Stanford Wellness Program.**

For instance, classes on smoking cessation, biking or riding the train to work, "wisdom therapy" for managing stress, anger management and yoga are among the dozens of offerings open to faculty and staff. Annually, more than 7,000 people participate in HIP programs. HIP also offers health-behavior consultations, wellness coaching, weight-management programs and the Living Strong Living Well Program for cancer survivors. Through HIP, faculty and staff also have access to health-related research studies and news.

### FOR MORE INFORMATION

For more information about the university's benefits, contact Benefits at (650) 736-2985 or visit the website at <http://benefits.stanford.edu>. For information on the Health Improvement Program, call (650) 723-9649 or visit the website at <http://hip.stanford.edu>.





# Benefits for domestic partners and same-sex spouses

Stanford University grants registered domestic partners and same-sex spouses of faculty members the same services as those that are available to opposite-sex spouses, including health care and other benefits, access to university facilities, discounted tuition for continuing education courses and the right to remain in on-campus housing after a spouse or partner's death. Many benefits also extend to a domestic partner's or same-sex spouse's eligible children, including health insurance, access to child-care programs and the tuition grant program.

On May 15, 2008, the Supreme Court of California overturned the state's ban on same-sex marriage. In addition, California state law continues to give committed gay and lesbian couples the opportunity to register as domestic partners through the Office of the Secretary of State. California domestic partnership registration provides a registered domestic partnership with virtually the same rights, protections, benefits, duties, responsibilities and obligations as are granted to and imposed upon spouses in California, and is a process similar to that for establishing registered partnerships and civil unions in other states.

Special tax considerations are associated with benefits for registered domestic partners and same-sex spouses. For example, medical coverage for domestic partners and same-sex spouses is considered a federal taxable benefit resulting in the addition of imputed income, unless the domestic partner or same-sex spouse qualifies as a dependent for income tax purposes.

Your domestic partnership must be registered with the State of California. You do not have to be a resident of California to register your partnership in California. California registers same-sex partners, as well as opposite-sex partners when one is age 62 or older and qualified for Social Security benefits. Generally, you can register your domestic partner if you share a common residence and your domestic partner is:

- Age 18 or older
- A member of your household for the period to be covered under Stanford benefits
- Not related to you in a way that would prohibit legal marriage
- Not legally married or in a registered domestic partnership with anyone else

For more information, contact Stanford Benefits at (877) 905-2985 and press option 9. Stay on the line and a service representative will assist you.



**Sheri Krams and Olivia Martinez, both professors of surgery, and their children, Daniel and Maya**



# Housing programs

In 1897, Jane Stanford articulated a vision that has resulted in Stanford becoming one of the most residential universities in the nation: “It is desirable so far as may be that the Faculty and students should reside on the University grounds.” To that end, Mrs. Stanford empowered the Board of Trustees to lease parcels of university land to faculty members for their homes.

Consistent with this long tradition, currently about 30 percent of faculty members at Stanford live on campus. Many more live in the surrounding communities in homes purchased with university assistance. The Stanfords envisioned a community of scholars living and learning together, and the university’s current housing policies and programs are designed both to assist faculty in purchasing homes and to create an academic community in residence.

## BUYING A HOME ON OR OFF CAMPUS

There are about 850 single-family and condominium homes available to faculty and senior staff on the Stanford campus. Stanford provides a variety of financing programs to assist eligible faculty with their purchase.

Since there is not enough housing on campus for the university’s entire faculty, Stanford housing assistance programs may also be used to help faculty members purchase homes in the surrounding cities, including the contiguous communities of Palo Alto, Menlo Park and Los Altos, each of which boasts school systems that are among the best in the state. Housing assistance also is available for home purchases as far north as San Francisco, west to Half Moon Bay and as far south as northern San Jose. The Bay Area is among the most beautiful and temperate regions in the nation, as well as one of the most vibrant and diverse, making housing desirable and often expensive. Through its housing assistance programs, Stanford is committed to giving faculty members the opportunity to enjoy the privileges of home ownership despite the challenges of living in the Bay Area.

The university’s housing assistance programs include:

- *Housing Allowance Program (HAP)*: A taxable fringe benefit that supplements faculty income upon the purchase of a home.
- *Mortgage Assistance Program (MAP)*: An interest-only loan with low current interest and deferred interest due at payoff.
- *Deferred Interest Program (DIP)*: A loan with no payments until the principal and deferred interest are paid in full.

Additional assistance is available to qualified faculty after tenure or promotion. These programs are administered by Faculty Staff Housing, which also oversees the sale and purchase of on-campus housing. Current information on listings and financing is available from Faculty Staff Housing at (650) 725-6893. Visit the website at <http://fsh.stanford.edu>.

## HOUSING FOR RENT

Some new faculty find it easiest to initially rent housing in the area before deciding whether or when to buy a home. Faculty Staff Housing also manages about 675 rental units for faculty members who are not yet ready to purchase a home.

They include:

*Stanford West Apartments*: Stanford West, located near the Stanford Shopping Center, includes one-, two- and three-bedroom apartments. The development features several pools and play areas, a community building, fitness center, child-care center and convenience store. Call (650) 725-2000 or visit the website at <http://stanfordwest.stanford.edu>.

*Robinson and Company rentals*: Robinson and Company manages a portion of the faculty and staff housing for the university and provides a range of rental opportunities both on and off campus for eligible faculty. Call (650) 854-2700.



**On-campus condominiums**



**Robinson and Company rentals**



**Welch Road Apartments**

*Welch Road Apartments:* The Welch Road Apartments, located near the Packard Children’s and Stanford hospitals, include studio, one- and two-bedroom apartments. Call (650) 497-0101.

#### **OTHER RENTAL OPTIONS**

##### **Community Housing Services**

Faculty members can use the university’s Community Housing Services office to review rental listings received directly from landlords interested in renting to Stanford affiliates. To get access to the website of listings, contact the Community Housing Services office at (650) 723-3906.

##### ***Stanford Report***

*Stanford Report*, the university’s internal weekly news publication, features housing advertisements, including short-term rentals, housing exchanges and vacation rentals. To subscribe to *Stanford Report*, call the News Service at (650) 723-2558.

#### **THE STANFORD CAMPUS COMMUNITY**

Stanford is located primarily on unincorporated land in Santa Clara County. The campus is virtually self-sustaining and includes more than 46 miles of roads, a 49-megawatt power plant, two separate water systems, three dams and lakes, 100 miles of water mains, a central heating and cooling plant, a high-voltage distribution system and a post office.

Stanford also provides or contracts for its own fire, police, transportation and other services. Four Palo Alto public schools and one Menlo Park public school are located on land obtained from Stanford.

**Stanford’s “Dish” conservation area is a popular destination for about 500,000 hikers annually.**



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Leland and Jane Stanford established Stanford University in memory of their only child, Leland Jr., who died at age 15.

STANFORD  
UNIVERSITY

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