

## 8. University Policies Related to Faculty Welfare

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### University Policies Related to Faculty Welfare

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**CHAPTER 8:  
UNIVERSITY SERVICES AND POLICIES RELATED TO FACULTY WELFARE**

## **1. COMPENSATION**

The large majority of faculty at Auburn University, especially those involved primarily in the instructional program, are employed on a nine-month basis, i.e., for the fall, spring, summer semesters of the academic year. Certain faculty, particularly those in some professional schools and colleges or those whose terms of employment may include a joint appointment of teaching and formal research assignments, are employed on a 12-month basis.

Nine-month faculty are paid semimonthly. Salary checks are issued by the Office of Business and Finance on the fifteenth and last day of the month; if the 15th or last day falls on a Saturday or Sunday, checks are issued on the previous Friday.

Nine-month faculty may be employed during the summer. They may receive teaching appointments for the summer term depending on student enrollment and resources of the institution, be funded through an extramural contract or grant, or do a combination of teaching and funded research. Faculty employed full time for the full three months will receive 33 1/3 percent of their academic year salary. Those receiving less than full-time appointments are compensated at a percent of the summer rate equal to percent of employment. Summer compensation is also paid on a semimonthly basis.

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## **2. BENEFIT INFORMATION**

*The Payroll and Employee Benefits Office, Ingram Hall, makes available to faculty, a package of brochures and pamphlets that provide more detailed information on many of the Insurance and Retirement programs listed below.*

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## **3. INSURANCE BENEFITS**

### **A. GROUP HEALTH CARE PLAN**

Full-time employees whose employment is for no less than one year are eligible for group health insurance for themselves and their dependents. Faculty members can familiarize themselves with the University's health insurance program by obtaining the booklet, Group Health Care Plan, from the Office of Payroll and Employee Benefits.

An officially retired employee may continue coverage under the University's health insurance program provided he or she has completed at least ten years continuous service with the University immediately prior to retirement and provided he or she was continuously insured under the policy for at least six consecutive years immediately prior to retirement. Employees retiring under Teachers' Retirement System of Alabama may also be eligible for group health coverage under PEEHIP.

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## **B. DENTAL PROGRAM**

All full-time employees, whose employment is for a minimum of one year, are eligible for the University Voluntary Dental Program. This program provides diagnostic and preventive care coverage, and is entirely funded through employee contribution by payroll deduction.

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## **C. FLEXIBLE SPENDING PLAN**

This benefit allows Auburn University employees to arrange, once a year in December, to have pre tax funds deducted from his or her paycheck and designated for any of certain anticipated expenditures, such as medical costs, dental and vision costs, or dependent care expenses. After the employee pays the expenses, he or she is reimbursed. Since taxable income is lowered, the employee pays less state and federal income tax and less social security tax.

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## **D. GROUP LIFE INSURANCE**

Full-time employees, whose employment period is for a minimum of one year, have available a choice of two basic coverage plans, Schedule I for \$3,000 or Schedule II for \$15,000. Faculty who select coverage under either Schedule I or II and who are not insured by the Federal Group Insurance Plan, may purchase additional coverage under Schedule III. Schedule III is based on annual salary plus \$2,000 with a maximum coverage of \$60,000. There is an additional matching amount for accidental death and certain types of accidental dismemberments. University employees with Federal Civil Service appointments qualify for life insurance offered through the federal government.

Officially retired employees may continue coverage. Schedule I reduces to \$1,000 coverage and Schedule II to \$2,000 upon retirement. Upon official retirement, provided the employee has had ten years continuous service with the University and for the last six years was covered under the Life Insurance Plan, Schedule III will be continued at no cost to the employee. At age 65, coverage will be reduced by 2 percent each month subject to a minimum amount of 25 percent of basic coverage.

Conversion privileges upon termination are available.

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## **E. CONTINUATION OF INSURANCE COVERAGE WHILE ON LEAVE**

For regulations concerning continuation of both health and life insurance coverage while on Professional Improvement Leave, see section entitled "Leave Policies for Academic and Administrative Staff - Professional Improvement Leave." For eligibility criteria for continuation of insurance coverage while on personal leave without pay, contact the Office of Payroll and Employee Benefits.

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## **F. LONG TERM DISABILITY INSURANCE**

Group Plan: After one year of continuous, full-time service employees become eligible for certain benefits under a Long-Term Disability Insurance plan. The plan consists of two parts: (1) Salary Continuation during the first 180 days of disability, and (2) Long-Term Disability Insurance beginning with the 181st day. There is no premium charge to employees. Detailed information and eligibility requirements can be obtained from the Office of Payroll and Employee Benefits.

Supplemental Individual Plan: All full-time employees are eligible to participate in a supplemental disability insurance plan on a voluntary basis. The supplemental plan, arranged by the University with a private carrier, provides the opportunity to complete one's disability program according to individual financial needs. The plan permits coverage during the one-year waiting period before the group plan takes effect. Since the supplemental plan is not coordinated with the group plan, a participant receives additional monthly benefits during the total period of disability.

The employee is responsible for the cost of coverage. Further information is available from a brochure that can be obtained from the Office of Payroll and Employee Benefits.

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## **G. ON-THE-JOB INJURY PROGRAM**

The University is not subject to the Worker's Compensation laws of Alabama. However, Auburn University provides benefits at no cost for job-related injuries or disease resulting from work at the University. (Note: The program covers injuries by an accident arising out of and in the course of employment and shall not include a disease unless the disease results proximately from the accident.) The following steps must be followed in order for On-the-Job Injury benefits to be approved:

1. An incident/accident must be reported immediately to the employee's supervisor and a written incident report form completed and signed by the employee and supervisor. Failure to report an incident or to seek medical treatment within five days may jeopardize any On-the-Job Injury benefits.
2. All medical expenses must be filed with the employee's health insurance carrier. All AU employees may submit deductibles and other expenses not covered by their health insurance to the On-the-Job Injury Program for review and approval for payment.
3. Time lost from work because of an on-the-job injury may be charged to the employee's accrued sick and/or annual leave or may be paid through the On-the-Job Injury Program only if the injured party is a regular full-time employee or a temporary full-time employee who has worked continuously for at least one year. However, no compensation for wages shall be allowed under the Program for the first three work days following the incident/accident. Employees may compensate for these first three days by using their sick and/or annual leave. The Program pays wages at the rate of 66-2/3 percent of the employee's regular rate of pay to maximum weekly rate set annually by law. Physician's statement certifying time lost from the employee's job must be submitted before wage payments will be approved.
4. If benefits, either wage payments or medical expenses are requested, an application for approval of benefits must be completed and submitted to the On-the-Job Injury Program, Office of Risk Management & Insurance.
5. A special time authorization form for wage payments must be submitted to the Program on the regular timesheet schedule from the employee's department. Checks will be issued on the regular payday schedule. Normal taxes and all other deductions will be taken from On-the Job Injury checks.

6. The On-the-Job Injury Program will pay wage benefits for a maximum of 180 calendar days beginning with the first day off from work for wage continuation benefits or until Long Term Disability benefits commence, whichever comes first. If an employee expects to be unable to return to work within 180 days, he or she should begin application for benefits under the University's Long Term Disability Program as soon as possible.

7. The program will pay medically evident disability claims associated with an on-the-job injury as well as death benefits arising from the job-related death of an employee.

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## **H. LIABILITY INSURANCE**

Auburn University, as an instrumentality of the State of Alabama, may not be a defendant in any State court. This constitutional immunity of the institution may not prohibit suit against a faculty member or employee for acts causing injury or damage to third parties. Even though claims may be made against the University through the State Board of Adjustment and settlements may be made on behalf of the institution in this way, an injured party may also elect to file suit against the faculty member or employee individually.

In order to protect trustees, officers, faculty, and staff from potential liability suits, Auburn University has implemented a Comprehensive General Liability Insurance Plan. This Plan provides insurance protection against third party claims for which the University is legally obligated resulting from events occurring during the course of an employee's performing his or her assigned duties for the University.

Educators Legal Liability Coverage is provided for trustees, officers, faculty, and staff. This Coverage will pay in accord with the terms and conditions of the policy any claims that an employee may become legally obligated to pay as damages resulting from claims arising from a wrongful act, error, and/or omission of the employee in the performance of his or her assigned duties for the University.

The University also carries Automobile Liability Coverage which extends to trustees, employees, students, and volunteers while driving a University-owned vehicle on University business. There is also non-owned coverage for individuals when driving personal vehicles on University business. However, the individual's personal liability insurance is the primary coverage with the University coverage as excess.

*When an individual rents a vehicle for University business, his or her personal liability insurance is the primary coverage with the University coverage as excess. Coverage for rental vehicles is normally standard in personal auto liability policies; the Office of Risk Management recommends that an individual check to make sure his or her insurance includes such coverage.*

*The University's automobile policy also provides physical damage coverage on rental vehicles. Therefore, an individual need not buy a collision damage waiver when renting a vehicle to be used for University business. The individual's personal insurance is the primary coverage with the University policy as excess.*

*All insurance coverages are subject to the existence, exclusions, limitations, provisions and conditions of the Plan and related insurance policies, and faculty members should consider acquiring individual liability policies, including those offered through various professional associations.*

*The Office of Risk Management can supply further information.*

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## **I. UNEMPLOYMENT INSURANCE**

Auburn University is subject to the provisions of Alabama's Unemployment Compensation Law. Auburn University pays 100% of the unemployment compensation tax for its employees. This insurance provides unemployment compensation for University employees who are eligible and qualify for this protection. Additional information regarding this program can be obtained from the Office of University Personnel Services.

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## **4. RETIREMENT: MANDATORY PROGRAMS**

### **A. SOCIAL SECURITY**

Social Security is mandatory for all employees except those covered by Civil Service. Federal Civil Service Retirement is mandatory for certain full-time, continuous employees of the Cooperative Extension System.

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### **B. TEACHERS' RETIREMENT SYSTEM OF ALABAMA/ EMPLOYEES' RETIREMENT SYSTEM**

Participation in Teachers' Retirement is required of all faculty members who are not on Federal Civil Service appointments with 50 percent or more of a full-time workload and whose stated term of employment is not limited to one academic year or less. At present, each member of the Teachers' Retirement System contributes five percent of his or her salary and the University provides additional contribution to the program. All contributions to the state system are tax deferred for federal income tax purposes until retirement or withdrawal from the plan.

Participation in the Employees' Retirement System of Alabama is required of all faculty members on Federal Civil Service appointments. Each faculty member will have a payroll deduction equaling five percent of one-half of gross salary from his or her monthly compensation.

A faculty member must have at least ten creditable years of service in order to be eligible for retirement benefits in either system at age 60. Members who have a minimum of 25 years of creditable service may retire with full benefits without regard to age. Accumulated sick leave may also be applied to earn additional creditable service. A faculty member who leaves either system before attaining ten creditable years of service may apply to have his or her contributions returned; a limited amount of the interest the contribution has earned may also be returned.

Both retirement systems provide that any faculty member who retires shall receive a maximum retirement benefit of not less than 2.0125 percent times the number of years' creditable service times average annual salary, using the best three of the last ten years' service.

Upon the application of a faculty member in service, any faculty member who has had ten or more years of creditable service may be retired on a disability retirement allowance provided that the Medical Board, after a medical examination of the faculty member, shall certify that he or she is mentally or physically incapacitated for further performance of duty, that the incapacity is likely to be permanent, and that the faculty member should be retired.

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## **5. RETIREMENT: VOLUNTARY PROGRAMS**

### **A. TAX DEFERRED ANNUITIES**

Under section 403(B) of the Internal Revenue Code, University personnel have a means of deferring federal and state income tax that is unique to colleges, universities, and other nonprofit organizations. These programs offer the opportunity to build retirement income and to reduce the employee's gross wages before federal and state taxes are computed. All full-time employees whose employment period is for a minimum of one year are eligible to participate. Full-time temporary employees are also eligible if their employment period is for a minimum of one year.

Auburn University will match up to \$720.00 per year of a qualifying employee's contribution. This equals to four percent of gross salary with a maximum covered salary of \$18,000 per year. All employees enrolling in one of the University's tax deferred annuity plans will not vest the University's matching portion until he or she has completed five years of full-time continuous service. Upon completion of the five year requirement, the University's matching contribution and interest earned will be credited (or vested) to the participant's accounts. Nonparticipating employees with continuous service will be given credit toward the five year requirement upon joining the tax deferred annuity program. The appropriate company will compute the maximum amount that may be tax sheltered through payroll deduction. The total investment in the annuities is determined by Section 403(B) of the Internal Revenue Code.

There are several investment options available, giving the investor a wide spectrum of opportunities ranging from fixed and variable annuities to mutual funds. A person may choose among the offerings of one, but not more than two, of the companies currently approved by the University for participation. The names of local representatives and their phone numbers are available from the Office of Payroll and Employee Benefits.

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### **B. DEFERRED COMPENSATION PLAN**

*The Retirement Systems of Alabama have implemented a Deferred Compensation Plan available to all members of the Teachers' and Employees' Retirement Systems. According to federal law, annual contributions may not exceed \$7,500 or 25 percent of your compensation whichever is less. The amount must be coordinated with all tax-deferred contributions. The income deferred is not included in the employee's taxable wages for federal and state income tax purposes. No employer match applies to this plan.*

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## **C. DEATH PRIOR TO RETIREMENT**

The beneficiaries of a full-time faculty member who would have been eligible for retirement benefits (having served 25 years, or age 60 with 10 years of service) may opt to receive one of the following:

- a) A lump sum consisting of a one-year salary, plus the individual's total contributions to the Teachers' Retirement and the interest accrued on that investment during the lifetime of the individual's account, plus \$ 15000 from a term life insurance policy; or
- b) Option 3 of the Retirement System consisting of half the amount the retiree would have been eligible to receive.

The beneficiaries of a full-time faculty member who would not have been eligible for retirement benefits would receive one of the following:

- . If the faculty member served more than one year, beneficiaries would receive the benefits described in option a) above.
- . If the faculty member served less than one year and death was job-related, beneficiaries would receive the benefits described in a) above, but salary portion of the lump sum would be limited to amount of annual compensation earned until the time of death.
- . If the faculty member served less than one year and death was not job-related, beneficiaries would receive the amount of contribution made to the Teachers' Retirement and total interest earned on that amount, plus a matching death benefit limited to \$ 5000 maximum.

More specific information on total benefits is available from the Office of Payroll and Employee Benefits.

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## **6. LEAVE POLICIES**

### **A. ANNUAL LEAVE**

Full-time faculty on nine-month appointments receive the usual national holidays observed by the institution: New Year's Day, Martin Luther King Day, Independence Day, Labor Day, Thanksgiving Day and the Friday following, and Christmas Day. Additional holidays may be designated by the President. When a holiday falls on a Sunday, the Monday following is observed as the holiday. The intervals between semesters offer opportunity to faculty for vacation and the development of scholarly and professional work. However, faculty are expected to be available during this time for registration duties, committee work, and other assignments pertinent to the academic program within the limits of the appointment period.

Full-time 12-month faculty and full-time Alabama Cooperative Extension System employees earn 160 work hours of annual leave for each calendar year of service, cumulative up to two years (320 hours). Annual leave should be arranged with the department head and the dean or director for periods convenient to the work of the University, except that such leave may not exceed the amount earned. Annual and sick leave will accrue during professional improvement leave with pay, but not during any other leave of absence without pay. Leave forms are sent to University Personnel Services where these records are maintained.

Full-time faculty on 12-month appointments are compensated for accrued annual leave at the time of separation from University employment to a maximum of one additional month's compensation. Personnel converting from 12-month to nine-month appointments are not permitted to carry forward any accrued annual leave at the time of conversion. 12-month to nine-month conversions shall be communicated to respective employees at least three months in advance of the scheduled conversion date. During that three-month period, employees are given opportunity to use their accrued annual leave. If the minimum of a three month notice is not or cannot be communicated to an employee prior to the scheduled separation or conversion, any unused annual leave--not to exceed the accrual of one month--will be reimbursed to the employee prior to the scheduled separation or conversion to a nine-month appointment. It is the responsibility of deans, department heads and unit heads to properly inform affected full-time exempt personnel in a timely manner.

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## **B. SICK LEAVE**

Full-time faculty both nine- and 12-month appointees, and Alabama Cooperative Extension System employees accrue sick leave at a rate of eight hours for each month of employment with no limitation on the maximum number of hours that can be accrued. Faculty on both nine- and 12-month appointments should record these absences on the appropriate University leave forms. For nine-month employees, sick leave will not accrue during summer terms if they are not working.

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## **C. FMLA/DISABILITY-RELATED LEAVE**

### **1. WITHOUT PAY (FMLA)**

Full-time faculty members on nine-month and 12-month appointments may be eligible for certain benefits under the Family Medical Leave Act (FMLA). A summary of FMLA benefits follows. A complete statement of the policy and benefits provided is available from University Personnel Services. Employees should review the entire policy prior to exercising benefits. These benefits include the right to take leave without pay for a period of up to 12 work weeks a year for any one or a combination of the following reasons:

1. The birth or adoption of a child, or the placement in the home of a child for foster care;
2. To care for a family member (child, spouse or parent) who has a serious health condition; or
3. A serious health condition that renders the employee unable to perform his or her functions.

FMLA is intended to allow employees to balance their work and family life. Parental provisions of FMLA leave apply equally to men and women. FMLA leave itself is unpaid, but employees may choose to use accrued annual leave and remain on the payroll.

Employees must take accrued sick leave during the FMLA period provided that the reasons for the leave are covered under the University Sick Leave Policy.

Faculty are eligible if they have been employed with the University for at least 12 months and have been appointed for at least two-thirds time during the 12-month period prior to the date the FMLA leave would

begin.

Leave without pay taken for the reasons listed above need not count toward promotion and/or tenure. For further clarification of this policy, see Chapter 3, Section 10.

Application for leave without pay should be initiated with the faculty member's departmental supervisor. Information concerning determination of "family member" may be obtained from University Personnel Services. Every effort will be made to accommodate the needs of a faculty member. For determination of how other benefit programs may or may not apply during periods of leave without pay, the faculty member should consult with the Office of Payroll and Employee Benefits

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## **2. WITH PAY**

For disability-related leave with pay, see policies described earlier in this Handbook under "Long Term Disability Insurance." For leave with pay, the time away from work is charged to the faculty member's accumulated sick leave. Upon expiration of accumulated sick leave time, application may be made for leave without pay.

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## **D. PROFESSIONAL IMPROVEMENT LEAVE**

### **1. WITHOUT PAY**

Leave without pay may be granted for appropriate professional improvement activities. Such leave is approved for a maximum of one year and generally may not be extended for more than one additional year. Faculty members on leave without pay have no formal obligation to return to Auburn, but are expected to give adequate notice (generally at least six months) if they decide not to return. On formal request by the faculty member, the University will continue in force group life and health care insurance programs, making the institution's regular contributions. However, in cases where the professional improvement leave takes the form of employment with a government agency or with a firm or business relevant to the faculty member's field of specialization, such University benefits will not be available if these fringe benefits are provided by the temporary employer. If the faculty member does not return to Auburn University for at least one academic year after such leave, the University must be reimbursed for its contributions to the person's life and health programs. A minimum period of five years of University full-time service must be completed by faculty in non tenure track positions before they become eligible for professional improvement leave.

Application for professional improvement leave without pay should be submitted through the department head or unit head, dean, and Provost.

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### **2. WITH PAY**

In keeping with its role as a research institution, the University grants leave with pay for approved professional improvement activities. The University recognizes the importance of activities that provide an opportunity for professional renewal and growth. Efforts are made to fund as many professional improvement leaves as possible each year. The following guidelines apply to paid professional improvement leaves:

A tenure-track faculty member is eligible for a professional improvement leave after four calendar years of full-time employment. He or she may be granted one semester at full salary or two semesters at half salary. In order to facilitate such leaves, department heads should arrange teaching loads and course offerings in such a way as to minimize the need for additional funding to the department. The University, on its part, recognizes that departments in which faculty do not have research appointments will need extra help in providing such leaves.

Leave with pay may be cumulative, but in no case extends beyond three semesters, whether on full or half salary.

The application must be accompanied by a proposed program which gives reasonable promise of contributing to the improvement of the applicant's professional services to Auburn University. A fall deadline for applications for leave for the following academic year will be announced by the Office of the Provost. Application should be submitted through the department head and the dean to the Office of the Provost. Professional improvement leaves are competitively awarded.

A faculty member granted professional improvement leave must serve as a member of the Auburn faculty for one year after taking leave. If he or she does not do this, he or she must reimburse the University for the paid leave time. A faculty member granted professional improvement leave with pay must submit a written report of his or her activities and accomplishments to his or her dean and the Provost by the end of the first semester after returning to campus.

A faculty member on leave with partial compensation may receive fellowship support or part-time teaching or research appointments which do not interfere with their programs. The compensation for the period of the leave should not be greater than the total University salary would have been plus a reasonable allowance for relocating and meeting the cost of living in a new location.

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### **3. PROFESSIONAL IMPROVEMENT LEAVE FOR MEMBER OF THE ACES**

Faculty members, tenure-track and nontenure-track, of the Alabama Cooperative Extension System (ACES) will accrue 20 days (official work days) of professional improvement leave for each year of employment. The maximum number of professional improvement leave days a faculty member may accumulate is 120 days. For additional information, interested faculty should consult the ACES publication, Guidelines for Staff Development Handbook.

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### **E. LEAVE FOR RELIGIOUS HOLIDAYS**

Faculty members may be granted leave to observe officially-recognized religious holidays. Faculty members on 12-month appointment should charge this leave to their annual leave. If they have exhausted their annual leave, they may take leave without pay. Faculty members on nine-month appointment may take leave for

religious holidays provided they make up for their professional responsibilities for that day.

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## **F. MILITARY LEAVE**

A faculty member who is an active member of the Alabama National Guard or Naval Militia or the reserve components of the Army, Navy, Marine Corps, Air Force, or Coast Guard may be granted a leave of absence for training or other service upon submitting a request for such leave along with a copy of his or her orders to his or her department or director. Such leave, if for 21 working days or less per calendar year, will be with full pay. Leave with pay for the 21 days is intended to be applicable only to those relatively short periods of military duty, e.g. four weeks or less, necessary for the faculty member to retain active reserve status; the policy is not applicable for the first four weeks or longer periods of active duty.

A faculty member may be granted a leave of absence without pay for the time specified by law to enter military service. His or her status as a faculty member of the University is preserved as of the date the leave becomes effective, except that he or she must seek reinstatement within 90 days of his or her separation from the service or within the time otherwise permitted by law. Though he or she may choose to continue Schedule I or II of the Group Life Insurance Plan during such leave, he or she cannot continue Group III or his or her hospitalization insurance.

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## **G. FUNERAL LEAVE**

A faculty member may be granted leave with pay in case of death in his or her immediate family. Maximum leave of three days for a death in the immediate locality or five days when outside the local area is considered appropriate.

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## **H. APPEARANCE IN COURT**

A faculty member is excused from his or her duties without loss of pay when subpoenaed to regular court duty as a juror or witness. A faculty member called upon as an expert or professional witness and receiving pay in excess of the amount normally paid for jury service must take annual leave for this service.

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## **7. ENROLLMENT IN UNIVERSITY COURSES**

A full-time faculty member may enroll in University courses. He or she will pay the regular credit hour fee minus the Student Activity Fee. Enrollment in a University course does not constitute admission to the University as a degree candidate.

Prior to enrollment, the faculty member should obtain certification as to full-time status from the appropriate academic dean or the Provost. Certification must be sought each semester.

An Auburn faculty member may enroll in a graduate program at Auburn provided the program be outside his or her unit of employment and that approval of his or her supervisor be obtained. A full time employee may carry no more than five hours of graduate work during any semester. Questions should be addressed to the Provost.

Spouses and children of faculty are encouraged to pursue graduate study in departments other than the one in which the spouse or parent is employed. Exceptions may be made with the approval of the department head and the dean of the Graduate School if the spouse or parent will have no administrative or academic control of the student.

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## **8. MISCELLANEOUS BENEFITS**

### **A. IDENTIFICATION CARDS**

Identification cards contain the social security number and a photograph of the individual. They are issued by the I.D. Card Center to all students and permanent employees. Presentation of ID cards is usually required when attending a campus event at reduced ticket rates and is a requirement when requesting library privileges. Presentation of a faculty ID card at the University Bookstore entitles the holder to a 10 percent discount on any purchase.

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### **B. PARKING**

Marked parking zones for faculty are located near academic buildings and at intervals throughout other regions of the campus. All faculty members must register their vehicle(s) with the Auburn University Police Department in order to operate them lawfully on campus. A color coded hang-tag for the windshield inside the vehicle identifies the parking zones in which the vehicle may be parked. This hang-tag must be displayed whenever the vehicle is on campus. A brochure describing Auburn University traffic and parking regulations and a campus map showing the location of buildings, streets and parking zones is available from the Auburn University Police.

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### **C. MAIL SERVICE**

*The Campus Mail Service collects and delivers mail for all departments daily. A second pickup is made at certain offices at mid-afternoon. Outgoing mail is processed and charged to departments; therefore, it is necessary that all outgoing mail include a return address that identifies the department from which it originates. Billing statements are sent to departments monthly.*

*When large quantities of letters or packages are being sent out, it is the responsibility of the department to deliver such mail to the Mail Room. Overnight services are available for campus pickups and deliveries.*

Only mail related to the official conduct of Auburn University's instruction, research, and extension programs or to the profession or work of the faculty and staff should be sent or received through this service.

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## **D. TELECOMMUNICATIONS SERVICES**

*The University provides its own directory of faculty, staff, and student body.*

*The Division of Telecommunications and Educational Television is responsible for providing campus telecommunications services. Telephone, television and data communications are supported through a comprehensive fiber optic network that interconnects to national long distance carriers, the NSF Internet and all domestic satellites through the campus satellite uplink facility. The Division also serves as a campus-wide media production center with a variety of services for the support of media based delivery of instructional material.*

Only University business or activities relating to the mission of the institution should be conducted by long-distance telephone.

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## **E. COMPUTING SERVICES**

The Division of University Computing supports academic and administrative computing at Auburn University. It provides mainframe, minicomputer, and microcomputer facilities and offers a variety of services, including networking, test scoring, consulting, documentation, training, and administrative systems development, maintenance, and processing. A Guide to Computing at Auburn University describes the Division facilities and services and is available from the Division of University Computing.

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## **F. TRANSIT SYSTEM**

The university operates a transit system. Additional information may be obtained from the Office of the Assistant Vice President Auxiliary Services or on the university's web site.

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