



WADE INSTITUTE OF TECHNOLOGY

FACULTY HANDBOOK

September 21, 2026 – August 12, 2028

135 University Avenue

Palo Alto, CA 94301.

Tel: (415) 777 3232

www.wit.university

This handbook covers the period: September 21, 2026 – August 12, 2028

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Faculty Handbook

About this Handbook

This Handbook has been prepared to answer the questions you may have concerning WIT and its policies. Please read it carefully and retain it for future reference. The policies stated in this Handbook are subject to change at the sole discretion of WIT. Should you have any questions regarding any policies, please ask the management.

Employment at WIT is *at will* and *may* be terminated for any reason, with or without notice, by WIT or by you, as an employee. Only the President of WIT or his/her designee is authorized to bind WIT to a written contract of employment. We have contracts.

In this handbook, WIT has endeavored to provide you with an overview of the policies and procedures that will promote positive employee relations and a productive workplace of which we all can be proud. With the distinctive educational mission provided by WIT, it is even more imperative that all staff members perform the duties assigned to them effectively, congenially and collaboratively. We seek to have an atmosphere where everyone who comes to WIT is welcome to work, learn, and serve together. This demands that all of us demonstrate the highest levels of courtesy and respect for one another, students, community members, visitors, and friends of WIT with whom we have daily contact.

WIT reserves the right to interpret, modify or make exceptions to its policies and procedures at any time, and to terminate existing policies or add new ones as necessary.

From the Executive Director

Booker Wade
September 2024

1. Faculty

The Faculty of WIT is a community of teacher-scholars who exercise responsibility for institutional governance and for curriculum, instruction, faculty status and policies for student life that relate to the educational program.

“Full-time faculty” teach 3 to 4 courses (9 to 12 units) per quarter. “Part-time faculty” teach 1 to 2 courses (3 to 6 units) per quarter. WIT classes are in-person.

1.1 Faculty Rank

Full-time faculty: teach 24 in-person units or equivalent approved by the Department Chair and the Academic Director during any academic year.

Part-Time faculty: teach fewer than 24 in-person units or equivalent approved by the Department Chair and the Academic Director during any academic year.

1.2 *Appointment to Rank*

- a) **Instructor:** faculty with professional preparation who lack the prerequisites for probationary status.
- b) **Assistant Professor:** The initial rank for faculty with the academic preparation and experience required for the professorial ranks. An Assistant Professorship is a full-time, probationary appointment.
- c) **Associate Professor:** An intermediate rank for faculty who possess the academic preparation and experience required for the professorial ranks, including a terminal degree in their discipline, and have demonstrated continuing growth as teachers and scholars. Appointments are probationary (notice contract) or tenured (continuous contract)
- d) **Professor:** the highest recognition rank given to a faculty member, reserved for those with an appropriate academic degree and experience and who demonstrate maturity in all aspects of scholarship, teaching, and service to WIT. Full professors usually have tenured appointments.

1.2.1 *Special Status*

Adjunct Faculty: Appointed temporarily with WIT for one year or less which specify the benefits granted by the College.

Emeritus/Emerita: Upon retirement faculty members may be granted emeritus/emerita status by action of the Board of Trustees. The title of “emeritus” or “emerita” is conferred upon faculty who have served WIT with distinction and have held faculty status for a minimum of 10 years. The title shall include the rank at the time of retirement with the word “emeritus” or “emerita”.

Administrators: Certain administrative and academic support staff receive faculty status, but not rank. This may include the Executive Team, Associate Academic Director, Vice Academic Director, Dean of Curriculum, Director of Career Development and Internships, Director and Associate Director of the Library, Registrar, Director of Information Technology, Director of Admissions, Associate Dean of Students, Directors and Assistant Directors of the Center for Entrepreneurship.

1.3 *Types of Contracts*

Non-Tenured Track - Temporary: One year or less.

Temporary: Multi-year, Non-continuous: Non-tenure track faculty who teach a full load may be placed on a multi-year term contract at the discretion of the Academic Director, in consultation with the Department Chair and the President and with the approval of the Board of Trustees.

Multi-year term contracts are made for specific periods of time, usually for two or three years with no expectation that the contract will be renewed. The maximum term a faculty member may remain on this contract is five years after which the faculty member will either be moved to a multiyear, continuous contract, or the contract will be terminated.

Multi-Year, Continuous: Non-tenure-track faculty who teach a full load may be placed on multi-year, continuous term contracts at the discretion of the Academic Director, in consultation with the Department Chair and the President with the approval of the Board of Trustees. Faculty on multi-year continuous term contracts will participate in regular performance reviews, and are eligible for housing benefits and for promotion and sabbatical at appropriate intervals.

Probationary/Tenure Track: One-year notice contracts are made for faculty being considered for tenure. A request to convert a non-tenure track appointment to probationary contract is initiated by the relevant department through its chair to the Academic Director and the Faculty Personnel Committee. No more than two years' credit toward final tenure review may be given.

Note: The principal difference between a probationary and tenured appointment is that people with probationary status, after timely notice, can be denied reappointment without providing a reason.

Tenured: Tenure presumes continuous appointment until retirement, disability, resignation, death, or termination for cause. Tenure means a mutual relationship of trust and responsibility between the faculty member and WIT. The College commits to developing the faculty as teachers and scholars while the tenured faculty commit to continuous development as teachers and scholars.

1.4 Request for Temporary Load Reduction

Full-time regular faculty may apply, in writing, to the Academic Director for a temporary reduction of workload for personal, non-professional reasons specifying the length of term for the request. After consultation with the chair of the applicant's department when considering the consequences of granting the request on the department before deciding whether to grant the request. If the load reduction is granted, any adjustments made to the applicant's tenure, benefits, promotion and/or sabbatical schedule will be specified and communicated to the applicant in writing.

1.5 Faculty Recruitment, Appointment, and Orientation

Recruitment for probationary and tenured contract positions are made by the Board of Trustees upon the recommendation of the Academic Director and the President subject to review by the Board of Trustees.

1.5.1 Search Procedures

The Academic Director determines the degree requirements for each position in consultation with the Department Chair and Personnel Committee. The Department Chair will provide a description of the post and an announcement of the opening. The Academic Director will chair the Search Committee which will consist of the Academic Director, the department chair and representatives from the department, and two faculty from outside the department. The Department chair will coordinate the early stages of the search by discussing, screening and ranking applicants and arranging preliminary online interviews before developing a shortlist of candidates to be invited to campus for interview.

The campus visit will include meeting with the Search Committee, the Academic Director, the President and students and the Director of Human Resources.

During this visit, the Search Committee will discuss each candidate's commitment to the ethos and mission of WIT and ensure that all candidates have comparable interview components.

1.5.2 Appointment Procedures

The Search Committee will recommend a candidate for a position to the Academic Director who will forward to the Academic Committee and Board of Trustees. Once approved by the Board of Trustees, the Academic Director will specify in writing all conditions for the position in the contract and will provide a copy of the Faculty Handbook to the candidate.

1.5.3 Equal Opportunity

WIT does not unlawfully discriminate on the basis of age, color, genetic information, national or ethnic origin, marital status, medical condition, mental or physical disability, race, sex, sexual orientation, in its employment practices, except where physical fitness is a valid occupational qualification.

1.5.4 Employment Eligibility Verification

Prior to appointment, faculty members are required by federal law to provide verification of eligibility to be employed in the United States.

1.6 *Professional Ethics and Relationships*

Faculty should always exemplify ethical principles of conduct. These principles include modeling to students' personal maturity and intellectual and social relationships. Faculty are not to impose personal views on students. Faculty are asked to support students' and colleagues' right to engage

in discussion and to honor the privilege of presenting opposing points of view. Equally, faculty should not undermine or demean, whether directly or by implication, the character, work or academic discipline of colleagues.

1.7 Instructional Teaching

The normal teaching load for full-time faculty is 12 credit hours per quarter. However, faculty may request approval from the Academic Director to teach one additional course. Remuneration for course loads in addition to the 12 credit hours is at the same rate as for that for part-time instructors. The teaching assignment for faculty members may be reduced to permit completion of a special project.

Faculty members are required to prepare a syllabus for every course and to submit it to the office of the Academic Director during the first week of classes of each quarter. A course syllabus should include the topics covered through the quarter, required or recommended readings, assignments, an examination schedule, and mode of evaluation or instruction. Changes to a syllabus should be negotiated to the mutual satisfaction of students and the instructor.

Evaluation of student work constitutes a major responsibility of faculty members and should be conducted in a professional and impartial manner. The faculty member should abide by the grading system and standards of the College.

Faculty members are required to maintain an accurate record of each student's progress during every course. Course records for the last two quarters must be filed with the registrar's office if the faculty member leaves the employment of the College.

Faculty members who are not tenured professors are required to administer course evaluations for every class.

1.8 Advising/Office Hours

Advising students in relation to their academic programs and professional goals is a vital responsibility of faculty members. Every student is allocated a coach during their time at WIT. Faculty members are expected to be knowledgeable about the academic policies of the College and should be available to students on a regular basis outside of class meetings. Office hours for a minimum of two hours per week should be posted and should take into consideration morning and afternoon class schedules.

1.9 Campus Governance and Non-Instructional Activities

Faculty participation in the formulation of policies and the governance of WIT. All faculty are expected to serve on at least one committee.

Faculty are required to attend faculty retreats, commencement activities and faculty meetings.

As part of good teaching practice, all faculty are encouraged to seek feedback early and often about how students are experiencing the content and pedagogy in each course.

The WIT faculty governance structure will comprise:

- **Faculty Senate:** The central governing body and is composed of elected representatives from different departments and is responsible for formulating academic policies and advising WIT administration on key decisions.

- **Committees:** Specialized committees within the Faculty Senate, such as curriculum committees, promotion and tenure committees, faculty development committees, and budget review committees, which will investigate specific issues and provide recommendations.

- **Departmental Level:** Each department may have its own governance structure where faculty will discuss and vote on local issues related to teaching, research, and resource allocation before forwarding concerns to higher levels.

- **Election Process:**

Faculty members will elect representatives to serve on the Faculty Senate and its committees through a transparent voting process.

Processes involved in WIT faculty governance:

1. **Initiate Policy Proposals**

Faculty members will be able to introduce proposals for new policies or changes to existing ones through their departmental representatives or directly to the relevant committees.

2. **Committee Deliberations**

Committees will conduct thorough discussions, gather data, and draft recommendations on proposed policies.

3. **Open Forums**

WIT will have open forums whereby faculty can voice concerns, provide feedback, and engage in discussions on important issues.

4. **Consultation with Administration:**

The Faculty Senate or relevant committees will consult with WIT Administration to discuss policy proposals and seek consensus before making final recommendations.

5. **Voting and Approval:**

After deliberations, the Faculty Senate votes on policy proposals, which are then presented to WIT Administration for consideration and final approval.

6. **Transparency and Communication:**

Meetings will be open to all WIT Administration staff and Faculty and as well as a Student Representative.

7. **Academic Freedom:**

WIT faculty will have the autonomy to pursue research and teaching interests without undue interference.

1.10 Faculty Development - Sabbatical

Paid sabbatical leave for scholarly activities are available to faculty members with tenured or longterm, multi-year contracts.

a) Eligibility

- 1) After consultation with the Academic Director a sabbatical may be granted after a minimum of six years of full-time service since initial appointment is required.
- 2) Faculty on multi-year contracts are eligible for a sabbatical during the ninth year of employment, after completing three consecutive multi-year contract periods. Multi-year contract faculty will be eligible for additional sabbaticals according to conditions specified for tenured faculty.
- 3) The faculty member may request sabbatical leave at full salary for one-half of the academic year or half salary for a full academic year.
- 4) A faculty member on sabbatical leave continues to be eligible to participate in benefit programs of the College.
- 5) A faculty member granted sabbatical leave is contractually committed to return to the College for a period of one full year after the academic year in which the sabbatical was taken. Failure to return will require all sabbatical compensation is to be repaid.

b) Procedures:

- 1) Tenured faculty must submit an application to the Academic Director before October 1 for sabbatical leave during the following academic year. Requests for sabbaticals must be approved by the Professional Development Committee, the Academic Director, President and the Board of Trustees. Applicants will be notified of the Professional Development Committee's recommendation before December 1.
- 2) Within three months of completing a sabbatical leave, the faculty is required to submit a report to the Professional Development Committee and an oral presentation on activities and achievements while on leave. The reports may be posted on the WIT web page.

1.11 Conference and Travel

Funds are available for participation in professional programs and travel.

1.12 Professional Development – Faculty Mentorship

Newly-hired faculty will be paired with a mentor to support the smooth adjustment to WIT institutional practices and expectations, to answer questions and address difficulties.

1.13 Benefits

1.13.1 Bereavement Leave

In the event of the death of an immediate family member, a faculty member may take bereavement leave with pay as arranged with the Academic Director.

1.13.2 Extended Medical Leave

Paid extended medical leave is available to full-time faculty when non-work-related personal illness or injury prevents them from fulfilling their responsibilities for more than three consecutive days. Additionally, faculty may use up to five accrued extended medical leave days per year to care for a sick or injured family member if that person is unable to care for themselves.

Faculty begin their service with a reserve of 20 days of paid medical leave. After two years of service, paid medical leave will accrue at the rate of 1.25 days for each month of completed academic service, with a maximum accrual of 10 days per year. Extended medical leave is used at the rate of five days per week for the duration of one's illness. The maximum number of accrued days that would be charged for medical reasons in a 12-month period is 160 (32 weeks times five days).

Additional leave of up to one quarter with full pay may be extended to the faculty member at the discretion of the Academic Director in consultation with the Department Chair. In such a case the faculty member will cover that portion of the quarter's teaching responsibility or other duties through one or more of the following options with no additional compensation:

- a) teach an additional course in a quarter prior and/or following the leave;
- b) undertake other projects or work as assigned by the department chair and/or the Academic Director.
- c) Any advanced extended medical leave remaining upon termination of employment will be repaid at a rate based on the current salary for an overload course.

The number of full courses or the amount of equivalent work for which the faculty member will be responsible will be determined according to the number of days of accrued paid leave used during the leave and the amount of State Disability Insurance (SDI) available to the individual.

- a) Personal medical leave is coordinated with State Disability Insurance (SDI) payments for non-work-related conditions. In order to receive short-term disability benefits, the disabled employee must file for California State Disability Insurance (SDI) benefits. In cases of non-work-related leaves exceeding 90 days, Long Term Disability Insurance (LTD) may apply. The Human Resources Department should be consulted prior to the leave for more information concerning eligibility for and use of SDI and LTD.
- b) The maximum time that a faculty member may be granted medical leave, paid or unpaid, is two quarters beyond the quarter in which the leave began. Continuing employment beyond that time will depend on the ability of the faculty member to teach and on the conditions of the previous contract.
- c) Unused medical leave may be carried forward for future use with no limit to the number of days in reserve but will be forfeited upon termination of employment.

1.13.3 Parental Benefit and Leave Policy

Employees are entitled to certain benefits in the case of birth, adoption, or fostering of a child under the federal Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), and other law. Information on federal and state family leave laws can be obtained from WIT's Employee Handbook and from the Human Resources office. FMLA and CFRA entitle an employee to up to 12 weeks of unpaid job protected leave per twelve-month period within one year of the child's birth, adoption, or start of foster care, and up to 12 weeks combined leave where both parents are WIT employees. Pregnancy disability leave entitles employees to up to four months of job protected leave per pregnancy that is unpaid but potentially funded by State Disability Insurance (SDI).

WIT provides qualifying faculty with certain options for taking these leaves and with additional benefits. These run concurrently with applicable federal and state leave taken for the same purposes, where the faculty member is also eligible for leave under those laws.

1.13.4 Parental Leave for Bonding

FMLA and CFRA leave provides for the care of and bonding with an infant or newly adopted or fostered child. Faculty may take leave for these purposes (and only these) in the form of a paid four-unit reduction of teaching load. If a reduction is not required in the quarter of birth or adoption or placement (because it occurs late in the quarter , it may be taken during the next quarter .

Leave benefits under this policy are available to returning multi-year and tenure- track faculty.

1.13.5 Pregnancy Disability Leave

Pregnancy disability leave runs concurrently with FMLA leave taken because of a pregnancy related medical condition. Employees are legally entitled to up to four months of unpaid job protected leave. Leave does not need to be taken at one time but can be taken as needed.

All pregnant faculty may take these medical and disability leaves as a reduced workload in the form of a paid four-unit load reduction. Faculty taking paid pregnancy disability leave must apply for the allowable SDI benefit with the state Employment Development Division. The amount of SDI received will be deducted from any other pay the faculty member receives.

Leave benefits under this policy are available to returning multi-year and tenure- track faculty. Academic Director approval may require a physician's recommendation for the modified or reduced workload in connection with a pregnancy disability or pregnancy related medical condition.

1.13.6 Jury and Witness Duty

While WIT recognizes and supports the civic responsibility of faculty members to participate in the judicial process, faculty called to serve on jury duty are encouraged to seek deferment until the summer months when teaching would be unaffected.

1.13.7 Military Service

WIT complies with state and federal statutes which provide reemployment rights for inductees, enlistees, re-enlistees, and reservists, who enter active or inactive duty training in the Armed Forces of the United States or the Public Health Service while employed by the College in other than a temporary position. These statutes also apply to short-term absences for military duty required of reservists and members of the National Guard. Therefore, certain employee protections are provided for both extended tours of duty, as well as emergency call-up or annual military training duty. Upon completion of military service, employees are entitled to reinstatement of employment at the College if they apply within 90 days of discharge or one year if hospitalized, and are still qualified to perform the duties of the position.

1.13.8 Workers' Compensation Insurance

- a) Work related injuries and illnesses are covered by the College's Workers' Compensation program. It is the responsibility of the faculty member to report all work related injuries immediately to his or her Department Chair and the Human Resources Department so that the necessary medical treatment may be determined and the required injury reports may be completed. Injuries that require medical attention other than basic first aid are handled as follows:
- 1) Contact the Administrative Office immediately.
 - 2) The injured faculty member may choose to be treated by his/her regular physician if the faculty member had notified the College of that preference, in writing, prior to the date of injury.
 - 3) If 2) above does not apply, WIT or its insurance carrier has the right to determine the physician who will provide medical treatment for the first 30 days for all compensable injuries sustained by the faculty member, and to obtain, at reasonable intervals, medical diagnoses, medical progress reports and/or medical opinions as to the fitness of the faculty member for return to instructional and other duties. The cost of such treatment will be paid by the College.
- b) For injuries requiring time lost from instructional and other duties, Workers' Compensation requires a three-day unpaid waiting period before salary replacement benefits begin. It is the College's policy to pay regular salary to faculty members teaching at least 16 units, or the equivalent, for the three-day waiting period.

1.13.9 Social Security

Participation in Social Security is required of all faculty and includes equal contributions made by the individual faculty member and the College.

1.13.10 Unemployment Compensation

The California Unemployment Compensation Insurance Program is administered by the State Employment Development Department. The program is funded solely by the College. The College reimburses the State for the partial salary replacement benefits to qualified unemployed faculty.

1.13.11 Health Insurance Continuation

The Consolidated Budget Reconciliation Act (COBRA) is a federal law requiring employers to provide former employees and their dependents with the opportunity to maintain health benefits for a limited time following separation from employment in instances where such coverage would otherwise end. Such instances include: 1) termination of employment or reduction in hours, 2) death of employee, 3) dependent ceasing to qualify as a “dependent child,” 4) divorce or separation from the employee, 5) employee becomes eligible for Medicare, and 6) termination of employment or lost eligibility due to disability. It is the employee’s responsibility to notify the Human Resource department within 60 days of a divorce, legal separation, or that a child has lost dependent status. Notification to employees of their COBRA benefits at termination is the responsibility of the Human Resources Department.

1.13.12 State Disability Insurance

- a) During periods of unpaid medical leave, including maternity leave, certified by a physician as medically necessary, faculty are eligible to apply for disability income benefits paid by the State of California.
- b) It is the faculty member’s responsibility to obtain a claim form which must be signed by the faculty member and the attending physician. Claim forms are available from the Human Resources Department or the State Employee Development Department (EDD) by telephone, letter, or in person. Physicians or hospitals may also have claim forms.
- c) The College will coordinate paid medical leave with state disability payments, making up the difference between the partial salary replacement benefit from the State, and regular net salary, to the extent that the faculty member has paid medical leave available from the College.

1.13.12 Medical Care Plan

Full-time faculty (defined above) and their dependents are eligible to participate in one of the College’s group medical insurance plans. The HMO premium for full-time faculty members’ personal coverage is paid 100% by the College; the PPO premium for personal coverage is shared by the faculty member and the College. The cost of dependent coverage for full-time faculty is shared by the faculty member and the College. Part-time faculty (defined above) are able to participate by paying one-half of the cost of their own coverage plus the full amount of the employee contribution where applicable, and the full cost of dependent coverage through payroll deduction. Faculty may participate on the first day of employment.

WIT offers group dental insurance plans in which faculty and their dependents may participate. Depending upon the plan chosen, the first day of coverage may not coincide with the first day of employment, and the faculty member’s premium will vary.

1.13.13 Retirement Medical Plan

Faculty members taking early retirement may elect to continue participation in the College group medical plan until age 65 or as long as permitted by the medical plan provider. The College will contribute toward the cost of that coverage an amount equal to that which would be contributed if the person were to remain an active faculty member. Dependents of the retiree are not eligible for medical plan coverage after the faculty member retires.

For a retiree who is 65 or older, WIT will reimburse an amount that is the lesser of the above amount and the actual annual cost of a medical plan chosen by the retiree or the current specified annual retiree medical plan contribution, whichever is less.

1.13.14 Disability Plan

- a) Short-Term Disability Plan: WIT will pay up to one-half salary, in coordination with State Disability payments, for a maximum of 90 days in any 12-month period, to faculty disabled by illness or injury that is not employment related, when disabled faculty have no available extended medical leave, and the absence is longer than seven consecutive calendar days. (The waiting period will be waived if the faculty member is hospitalized.)

The disabled faculty member must file for State Disability Insurance (SDI) benefits.

The College will coordinate benefits by paying the difference between the faculty member's net salary and SDI after available extended medical leave days have been exhausted. To determine the amount to be paid by the College, the College will contact the State Disability office to verify the weekly benefit amount to be granted to the faculty member. The College will then pay the coordinated benefit on regularly scheduled paydays. Once the faculty member receives a disability check from the State, the stub should be sent to the Payroll Department to verify the amount received.

The College will pay coordinated benefits not to exceed one-half of regular net salary, for a maximum of 90 days from the first day of unpaid leave, or until Long-Term Disability payments would begin, whichever is shorter. The College's benefit will apply regardless of the faculty member's eligibility to receive Long-Term Disability benefits.

b. Long-Term Disability Insurance: Long-Term Disability insurance is provided and paid 100% by the College for full-time faculty members. This insurance provides partial salary continuation should a faculty member become disabled and unable to work for more than three months. The maximum amount of salary continuation for total disability is 60% of monthly earnings, less certain other sources of income such as Social Security disability entitlements, up to a maximum of \$6500 per month.

Eligible faculty receive this coverage on the first day of employment. If a faculty member is less than age 60 at the time of disability, benefits continue during a period of disability until age 65, but for not less than five years. If the faculty member is age 60 or over at

the time of disability, the maximum period of benefits gradually decreases from five years at age 60 to one year for a disability at age 69 or over.

As an additional benefit for employees receiving Long Term Disability payments, the College provides a “retirement income protection” contribution of up to 10% of monthly earnings. The contribution will be deposited into the Retirement Plan on behalf of an eligible faculty member, not to exceed the maximum allowed by law, as long as the faculty member is receiving disability payments and has been a Retirement Plan participant for at least three months prior to the disability.

Additional details about this insurance benefit, including information on partial disability, mental illness, and survivor benefits, are contained in the Plan Document.

1.13.15 Life Insurance

Life insurance coverage is provided and paid 100% by the College for full-time faculty members. The amount of insurance coverage for faculty less than age 65 is equal to the annual base salary rounded up to the nearest \$1,000, and is effective on the first day of employment. For faculty age 65 or older the amount of coverage is .67 times annual salary rounded up to the nearest \$1,000.

1.13.16 Travel Accident Insurance

Travel insurance is provided by WIT at no cost to full-time non-temporary faculty. Eligible faculty will have \$25,000 in coverage which provides for payment of the full amount in case of accidental death, or one quarter to full payment in cases of loss of sight, or dismemberment, depending on the specific injury. Coverage provides 24-hour, world-wide protection while travelling on College business, and is effective on the first day of employment.

1.13.17 Retirement Plan

Plan Definition:

WIT offers eligible faculty the opportunity to participate in a 403(b) Defined Contribution Retirement Plan (the “Plan”). The Plan is governed by Section 403(b) of the Internal Revenue Code. The “Plan Document” is the legally required description of the rights, obligations and benefits under the Plan. An abbreviated legally required description is contained in the “Summary Plan Description.” Both documents are available for review from the Human Resources Office. The following is a summary of key elements of the Plan.

Matching Contributions:

All faculty will be eligible for employer matching contributions (“matching contributions”) to the Plan after completing one year of service and having reached age 26. For purposes of the Plan, a faculty member on a full-time contract calling for 24 units per year will be regarded as

completing “one year of service” after completing six months of full-time employment. Years of service with other higher education institutions which employed WIT faculty immediately prior to their employment at WIT will be recognized by the Plan.

For other teaching loads, or in cases where the teaching load may vary from one quarter to another, eligibility, and the waiting period for eligibility for matching contributions, will be determined by the Human Resources Office in accordance with the relevant provisions of the Plan.

Once eligible for matching contributions from WIT, continued eligibility for matching contributions is dependent upon maintaining a faculty contract that is the equivalent of at least 12 units per year.

The maximum matching contribution is 7% for the faculty member’s contribution of 3%

- Faculty member and College matching contributions are computed as percentages of base salary only. For eligible faculty members, matching contributions are calculated as follows:
 - 3 times the faculty member’s contribution up to the first 1%
 - 2 times the faculty member’s contribution above 1% and up to 3%
- Matching contributions from the College on behalf of a faculty member are fully vested immediately.
- Any faculty member who is ineligible for matching contributions may elect to make voluntary contributions to the Plan through payroll reduction as soon as employment commences.

Contribution Limits: Contributions to the Plan are subject to limitations set by the IRS.

Requesting Participation: It is the faculty member’s responsibility to initiate a request to begin participation in the Plan after being notified by the Human Resources Office of eligibility to participate, or after declining or suspending participation