

## POLICY AND PROCEDURES FOR EXTENDING THE “ACADEMIC CLOCK” FOR PART-TIME ACADEMIC FACULTY

### A. **BACKGROUND, JUSTIFICATION AND GENERAL PRINCIPLES:**

- The need of some faculty to work less than full-time; i.e. to carry less than full-time load, but continue to devote their entire part-time effort to the school is recognized. This may be particularly applicable to faculty who wish to continue their academic and professional pursuits, while balancing professional or family priorities. When appointed, such faculty will be considered “academic part-time”.
- Faculty wishing to pursue such an option may apply, in writing, to the department chair (and center director when appropriate) to reduce their total professional effort in the school and revert to academic part-time status. The application should specify (1) the reasons for this request, (2) the percent of full-time effort requested (must be between 50-95%), and (3) the anticipated date on which the faculty member expects to return to full-time status.
- **Approval of the application will be based on utilization of the “part-time leave” provision in the Faculty Handbook. The maximum initial period for which faculty will be permitted to remain in “academic part-time” status is three years. Extensions are possible, after appropriate justifications and review of the candidate’s career goals.**
- **This policy is applicable only for faculty with an academic appointment at the Assistant Professor level. This policy is unnecessary for faculty with other types of appointments, or in the Instructor, Senior Instructor, Associate Professor, or Profesor ranks (due to the availability of an unlimited number of reappointments). Since implementation of this policy is based on application of the “part-time leave” provision in the UR Faculty Handbook, tenured faculty applying for a change from full-time to “academic part-time” status need not relinquish their tenure, since the part-time leave policy stipulates an interim or temporary arrangement.**
- When eligible Assistant Professors receive approval to move to academic part-time status, the time-in-rank may be extended by an amount proportional to the reduction in effort.
- For faculty in academic part-time status, annual salary will be correspondingly reduced in proportion to the percent effort. Whereas certain benefits may also be affected (e.g., tuition benefits), all other privileges, benefits, responsibilities, and performance expectations remain the same as those of full-time faculty.

The procedure outlined below is to be used in implementing this policy, while complying with University and School guidelines with respect to “time in rank” for promotion and tenure.

## **B. PROCEDURE FOR CHANGING FROM ACADEMIC FULL-TIME TO ACADEMIC PART-TIME STATUS**

- 1) Application to the chair (and to the center director, when appropriate) and the Senior Associate Dean for Academic Affairs to change from full-time to part-time academic status is made on a two-part “leave” form at least 3 months in advance of the anticipated start date.
- 2) Part I should be completed by the applicant and includes fields requesting information about:
  - The percent effort requested (must be >50% to qualify).
  - Proposed starting date for part-time effort and anticipated date of return to full-time status
  - Reason(s) for the request, and
  - Anticipated impact of reduction in effort, if any, on the faculty member’s role in the department with respect to educational, clinical, research, or administrative activities.
- 3) Part II will be completed by the chair or center director after appropriate discussion with the applicant. The chair (and the center director, when appropriate) will:
  - Consider the request in the context of programmatic and other needs of the department and, (with the advice of the departmental executive committee or equivalent, when appropriate), may endorse the application, then forward it to the Dean’s Office for further review and approval.
  - Provide comments, if any, with respect to any anticipated changes in the faculty member’s activities, potential impact on the faculty’s career plan or in sources of funding for those activities.
- 4) The application will be sent to the Office of the Senior Associate Dean for Academic Affairs for further review, and forwarded to the Provost.
- 5) Once approval from the Provost’s office is received in the Senior Associate Dean’s office, an adjustment will be calculated to reflect the faculty member’s appointment on a basis prorated for the new percent of effort. For example, if a previous full-time Assistant Professor goes to an 80% effort status and two years are remaining before he/she needs to be notified with respect to promotion or termination, the appointment interval will be increased by 20%; i.e., the notification date will be changed from 24 to 29 months (nearest whole month).
  - The Dean’s Office will communicate this information, in writing, to the chair (and to the center director, when appropriate), and to the faculty member.
- 6) Faculty needing to continue their academic part-time status beyond the original period should write to the chair or center director requesting an extension and providing the reasons for this request.
- 7) If the faculty member returns to full-time status earlier than the date stated in the application, the “academic clock” will be re-adjusted accordingly.