

## PART-TIME APPOINTMENTS

### Academic Part-Time

In special circumstances, the department chair may recommend to the Dean that a faculty member with an academic appointment be appointed on a part-time basis. To be considered as being in an academic part-time status, the faculty member's percent of full-time effort devoted to the School (which must otherwise represent his or her entire professional effort) must be 50% or greater. Academic titles may be used for such persons with the term "part-time" placed in parenthesis after the title; for example, Assistant Professor (part-time). The processes used for appointments or promotions and the criteria for determining the activity components and rank of academic part-time faculty are generally the same as for full-time academic faculty.

Faculty may, on occasion, have a need to move to academic part-time status to achieve better balance between professional and family priorities during a certain period. Procedures to be used by faculty and departments to request an appointment or move to academic part-time status, to request an adjustment to the "academic clock", when appropriate, and other stipulations are detailed in Appendix III. The procedure for extending the time-in-rank (i.e. "adjusting the clock") is based on the use of the "part-time leave" provision in the University's Faculty Handbook. Review of such requests by chairs or center directors and by the Dean will be done in the context of assuring that programmatic, clinical service and teaching needs of the department can be met, therefore, approval of such requests should not be viewed as automatic.

Review for reappointment and promotion of academic part-time faculty is the same as for individuals in full-time status. The time in rank shall be approximately in proportion to the ratio of full-time to the part-time function as explained in Appendix III. It is the responsibility of the department chair to examine the performance of part-time faculty at periodic intervals to determine if promotion should be considered. At reappointment, faculty in this category should be advised as to their academic progress and readiness for promotion.

Academic part-time members of the faculty may be compensated in proportion to the amount of effort given in service to the University. Further, such faculty should consult the University's Personnel Policies and Procedures Manual with respect to the potential impact of their part-time status on certain benefits.

### Other Part-Time Appointments

Appointments of faculty to part-time status at less than 50% effort are possible. Compensation of such faculty is also in proportion to the percent effort devoted to school or other clinical activities. Such appointments are not considered academic. Since benefits are substantially different, faculty in this category should consult the department (or center) administrator or the University's Benefits Office for information.

### Voluntary Clinical Faculty

Members of clinical departments who make valuable contributions to patient care, teaching, or to other activities of the Medical Center, but who devote the entire or a major portion of their time to private practice or to other professional activities outside the Medical Center, may be given faculty appointments. In this case, **the term "Clinical" will precede their academic titles**; for example, Clinical Instructor, Clinical Assistant Professor seriatim through Clinical Professor.

Appointments and promotions to the rank of Clinical Instructor through that of Clinical Associate Professor may be made for one, two, or three years upon the recommendation of the department chair to the Dean and to MEDSAC, in accordance with departmental guidelines. Participation in teaching in accordance with departmental guidelines is an important criterion for promotion.

Promotion or appointment or reappointment to the rank of Clinical Professor is given in recognition of any appropriate combination of superior patient care, excellence in education, participation in clinical research, professional leadership in the community or nation, and for special administrative or other contributions to the welfare of the Medical Center. The term of the initial appointment to Clinical Professor shall normally be for a period of five years. Reappointment may be for two-to five-year periods, and there shall be no limitation on the number of reappointments. Appointments to this rank require review only by the Steering Committee of MEDSAC, whose recommendation is advisory to the Dean.

Recommendations for promotion of Voluntary Clinical Faculty should include, in addition to the chair's letter, an updated copy of the candidate's curriculum vitae and supporting letters from individuals who are familiar with the candidate's accomplishments and contributions. For the rank of Clinical Professor, such letters should be from colleagues who are in a position to evaluate the candidate's clinical, educational and professional contributions or his or her leadership in the development or supervision of health care programs, or both.

No advanced notification is required if a reappointment is not recommended unless the faculty member is receiving a salary from the University. In the latter case, the faculty member should be notified two months in advance for each year in their current appointment. If the requisite notification is not given, the appointment will terminate in the appropriate number of months from actual notification depending on the length of the current appointment (e.g., two months from actual notification for a one-year appointment).