Policy on Part-Time Status for Tenured Faculty

**Responsible Office:** Faculty Affairs and Development

**Effective Date:** June 2, 2014

The School of Medicine recognizes that faculty may need to adjust their effort over time to meet changing career goals. The School, therefore, permits tenured faculty, like other faculty, to convert to part-time status without a loss of tenure, provided part-time status meets with the approval of the department chair and is consonant with the needs of the department.

Any tenured faculty member is eligible to transition to part-time status with proposed effort of 0.5 FTE and above and adjusted salary, as appropriate. Such part-time status may be approved for periods of up to three years with possible renewal. If at the end of the approved period part-time status is not renewed, the faculty member may revert to full-time status (with tenure), transfer at a similar rank to a non-tenure track (part-time), or, if otherwise eligible, enter into a time-determined phased retirement agreement while retaining tenure.

To request part time status for a tenured faculty member, the chair should forward a letter of understanding, co-signed by the faculty member, to the Dean’s Office. Once the Dean’s office approves, a copy of the signed letter will be sent to the Provost. The letter should include: duration of the arrangement, summary of professional responsibilities, salary, and allocated resources (e.g., office/laboratory space, administrative support). The chair should meet with the faculty member before the conclusion of the approved period to discuss whether the arrangement will be extended, and if not, what alternative arrangements may be considered.

**Revision History:**
Revised and approved by the Dean and Council of Chairs on June 2, 2014