

## Part-Time Employment

The following considerations and conditions of appointment apply to individuals with doctoral degrees<sup>1</sup> who are employed part-time by Icahn School of Medicine and its affiliated and allied institutions.

## ✓ **Temporary Reduction of Full-Time Effort**

Learn about Full-Time Faculty Temporary Reduction of Full-Time Effort. (</sites/mssm/default/about/faculty-resources/handbook/appointments/part-time/reduction-full-time>)

## ✓ **Part-Time Faculty Appointments**

Clinicians and basic scientists may be appointed to the faculty as part-time employees.<sup>3</sup> The following provisions will apply:

- Appointment – Appointment at the Instructor and Assistant Professor levels will be at the discretion of the Department Chair; appointment at the Associate Professor and Professor levels must be upon the recommendation of the Department Chair, with subsequent review and approval by the Committee on Appointments and Promotions. Appointment will be without term, and there is no opportunity for tenure.
- Review – All faculty will be reviewed by their Chairs. The criteria for review will be those of the equivalent full-time rank and track. Part-time faculty at the Associate Professor and Professor levels must, upon the recommendation of the Chair, be reviewed and approved by the Committee on Appointments and Promotions on the same timetable as the equivalent full-time rank and track.
- Promotion – Promotion to the Assistant Professor level will be at the discretion of the Chair. Promotion to the Associate Professor and Professor levels must be upon recommendation of the Chair, with subsequent review and approval by the Committee on Appointments and Promotions.

Part-time employment may take one of two forms:

### **Limited Appointment**

Individuals may be employed to perform a specific, limited function for a department and/or the School. Although academic pursuits will be encouraged, the primary purpose of the employment is to fulfill a particular role.

Clinicians will be appointed with titles that are available to voluntary faculty; basic scientists will be appointed with titles that are available to full-time faculty.

These appointments will be coterminous with the period of employment and may be terminated by Icahn School of Medicine and/or its affiliated institutions at any time. The notification requirements for non-reappointment for full-time and voluntary faculty will not apply.

Clinicians with appointments on the voluntary faculty may on occasion be asked to provide services to Mount Sinai for which they will be paid. Such clinicians will retain their voluntary faculty appointment upon termination of their part-time employment arrangement.

### **Career Part-Time Appointment**

In certain circumstances, e.g., ongoing need to care for dependent children or other family members, an individual may wish to pursue an academic career without committing to full-time employment.

Career Part-Time faculty will be expected to engage in a broad range of activities compatible with the clinical, research, teaching and service missions of the School. These activities should result in demonstrable academic output including but not limited to: publications; basic or clinical investigation leading to grant acquisition; teaching and mentoring; clinical practice with reputation for specialty expertise; development of innovative programs; invited lectures. Chairs will encourage Career Part-Time Faculty to pursue endeavors that can lead to promotion. Career Part-Time faculty will be employed a minimum of twenty (20) hours per week and a maximum of thirty-two (32) hours per week.

Career Part-Time Faculty will be appointed with the same titles as are available to full-time faculty.

Career Part-Time faculty will be employed exclusively by Mount Sinai. They will be subject to the same guidelines as full-time faculty regarding appointment or employment in other entities, salary and income, faculty practice participation and consulting (see Chapter IV (</sites/mssm/default/about/faculty-resources/handbook/faculty>)).

Career Part-Time faculty at the level of Instructor or Assistant Professor may convert to full-time status with the approval of the Chair; those at the level of Associate Professor or Professor may, in addition, be subject to review and approval by the Committee on Appointments and Promotions. With the approval of the Chair, Career Part-Time faculty may convert to a Limited Appointment.

Career Part-Time faculty appointments will be coterminous with the period of employment. Career Part-Time faculty with two or more consecutive years of service on the Icahn School of Medicine faculty at the rank of Instructor or higher will be entitled to written notice of termination from the Chair at least six months prior to the termination date; notification requirements will not apply for Career Part-Time faculty who have served for less than two years. Career Part-Time faculty who converted from a full-

apply for Career Part-time faculty who have served for less than two years. Career Part-time faculty who converted from a full-time Mount Sinai faculty appointment will have the length of full-time service applied towards the two-year minimum required for termination notification.

## ∨ **Professor (Part-Time)**

Full-time Professors in the Academic Track may elect to convert from a full-time to part-time position. Conversion to a part-time position will be made upon the request of the Professor and the concurrence of the Department Chair. For individuals with credentials equivalent to those of a Professor at Icahn School of Medicine, appointment to the position of "Professor (part-time)" will be made upon the recommendation of the Department Chair and subsequent approval by the Committee on Appointments and Promotions. Appointment to the rank of "Professor (part-time)" will be made for a term of five years without limitation on the number of reappointments permitted. Reappointments to this position will be at the discretion of the Department Chair. Written notice of non-reappointment to position must be given a minimum of twelve months prior to completion of the term of appointment for individuals in this position.

### **Footnotes**

<sup>1</sup> Doctoral degrees include Doctor of Medicine, Dentistry, Podiatric Medicine, Veterinary Medicine, Osteopathy, Jurisprudence, Public Health, Science, Social Work, and Philosophy (Ph.D.). Under exceptional circumstances, the Department Chair may recommend individuals for appointment who lack doctoral degrees but otherwise fulfill the qualifications for such appointments. Any recommendation by a Department Chair of an individual without a doctoral degree for appointment to the position of Instructor or higher ranks will be subject to the approval of the Committee on Appointments and Promotions.

<sup>3</sup> Voluntary faculty paid for part-time work at Mount Sinai will be appointed, evaluated and promoted in accordance with Faculty Handbook guidelines for voluntary faculty.

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