Faculty Affairs Policy Update

FOCUS
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Extension of Probationary Period

- **Eligibility:** Tenure, Clinician-Educator, Research
- **Events**
  - Birth and adoption of a child
  - Serious medical condition of faculty member or family member/domestic partner
  - Catastrophic event
- **One year at a time, maximum 3 years**
- **Requires** *timely* written notification/application to Chair, Dean, Provost
- **For PSOM COAP:**
  - always encouraged
  - no effect on evaluation
  - candidate who requests an extension but does not use it will not be considered “early” promotion
Reduction in Duties

- **Eligibility:** Tenure, Clinician-Educator, Research, Academic Clinician

- **Events**
  - Serious illness or injury, care of an ill family member, care of dependent children, elder care, anticipation of a move to emeritus status (phased retirement)

- **10-50% of full duties**
  - “a reduction of duties may result in extension of the probationary period if the sum of the proportion of reduction multiplied by the number of years for which reduction is taken equals or exceeds 1.” For example, 4 years of 25% time = 1 year extension

- **Maximum of 6 years**
Sabbaticals

• Consult with your chair’s office for eligibility criteria, procedural requirements, and sabbatical credits

• Eligibility: Tenure, Clinician-Educator, Research tracks (not Academic Clinicians)

• “Approval of an application for scholarly leave is contingent upon adequate fiscal and personnel resources being available to meet instructional assignments and other departmental responsibilities.” Handbook for Faculty and Academic Administrators, II.E.2

• Issues to consider during the planning process in addition to the department’s financial status:
  • school/departmental policies and scheduling concerns
  • the impact of the sabbatical on the department/colleagues
  • sufficient notice
Sabbaticals

- Leave credits: accrued at the rate of one semester of leave at up to half academic base salary (or equivalent) for each six semesters of full-time service
  - maximum 24 credits = 1 year sabbatical
  - does not include administrative supplements
  - PSOM: CPUP compensation

- Application process:
  - written request to department chair, including a plan for scholarly activity
  - subject to review and approval by Chair, Dean and Provost
Sabbaticals

• Traditional

• Compressed (PSOM)
  • Recommended by the Medical Faculty Senate and approved by the University in 1997
  • Designed to allow eligible faculty with CPUP/CHOPPA supplements some flexibility regarding leave time and some financial protection
Sabbaticals--Traditional

♦ Example

- Dr. Smith has accrued 24 sabbatical credits

- Dr. Smith earns $150,000 per year (academic salary: no administrative stipend, no CPUP supplement):
  - The **value** of the sabbatical is $150,000
  - Dr. Smith is eligible to request a traditional scholarly leave of $150,000
Sabbaticals--Compressed

• Dr. Jones is a tenured physician-scientist or Clinician-Educator who has accrued 24 sabbatical credits

• Dr. Jones earns $150,000 per year divided as follows:
  – $127,200* as academic salary
  – $22,800 through CPUP
    ○ CPUP supplement is not included in sabbatical benefit
    ○ Administrative supplements are not included in sabbatical benefit

• Dr. Jones may compress the payments, i.e., divide the total of $127,200 over a shorter (compressed) time period
  • goal is to replace $12,500/month (regular combined salary is $150,000/12 months = $12,500/month)
  • $127,200 divided by 10.2 months = $12,470/month

• Total monthly sabbatical benefit cannot exceed normal combined monthly salary of University + CPUP

*FICA maximum effective 7/1/17
Resources

- Faculty Affairs & Professional Development (FAPD) website
  - http://www.med.upenn.edu/fapd/

- Faculty Life & Professional Development (FLPD) website
  - http://www.med.upenn.edu/flpd/

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Comments/Questions