

Academic Clinician Reduced Effort Policy

Background:

The role of Academic Clinicians is often less flexible given the clinical nature of their responsibilities creating personal challenges for many. The Reduction in Duties (RID) policy is meant to enhance flexibility but is limited to 6 years. Over the last several years, we have received numerous requests for extensions to the 6-year limit that led us to review the current use of RID in the AC track.

NOTE: Phased Retirement agreements are not included under this policy. All Phased Retirement agreements must be executed through a written agreement that includes the anticipated date of retirement. Phased Retirement agreements may not exceed 6 years and may not be extended once the agreement has been reviewed and approved by the Provost.

Policy:

The full time week of assigned duties for faculty in most parts of the university is based on a 40-hour week assumption. PSOM faculty with clinical and clinical teaching duties typically work assigned hours in excess of 40 such that 80% effort can be considered full time under certain conditions effecting the requirement to use the RID policy or the part time AC tack.

- Faculty may be granted reduced effort for the following reasons: serious illness or injury, care of an ill family member, care of dependent children, or elder care.
- The request for reduced effort must be approved in writing by the Chair or Division Chief after consideration of clinical service needs and any other department or division responsibilities. A copy of the letter must be submitted to FAPD.
- Reduced effort is always accompanied by a proportional reduction in salary and in those benefits, such as life insurance and retirement contributions, that are salary-based. See University policy II.E.2 http://provost.upenn.edu/uploads/media_items/ii-e-2-faculty-leaves-of-absence.original.pdf. To initiate a reduction in duties of **greater than 20% but less than 50% effort, including all phased retirement agreements**, a faculty member must complete the “Reduction in Duties Letter Template” available on the FAPD website: <https://www.med.upenn.edu/fapd/docurepo/reduction-in-duties-letter-template.html>. Once approved, the letter must be submitted to FAPD for review and approval by the Dean and the Provost.
 - To initiate a reduction in duties of **20% or less effort**, a faculty member must complete the “Reduction in Duties of 20% or Less for Academic Clinicians Letter Template” available on the FAPD Website: <https://www.med.upenn.edu/fapd/docurepo/ac-reduced-effort-template.html>. Once approved, the letter must be submitted to FAPD. Additional review will not be required. Phased retirement agreements are not included under this policy.
- Definition of reduced effort is as follows:
 - Academic Clinician faculty working greater than or equal to 80% effort are considered full time. Their fraction of a FTE can be adjusted with proportionate adjustments to their compensation.

- Faculty working greater than 50% but less than 80% are considered full time from a benefits perspective but must use the Reduction in Duties policy that will limit this level of effort to 6 years. See <https://www.med.upenn.edu/fapd/docurepo/reduction-in-duties-letter-template.html> for letter template.
- Faculty working less than 50% are considered part time and must transfer to the AC part time track. See University policy http://provost.upenn.edu/uploads/media_items/ii-b-3-associated-faculty.original.pdf.
- Retroactive pay is not possible under reduced hours.
- Assigned workload of greater than 40 hours per week is not considered an overload.

Examples:

1. An AC faculty member wants to work 80% effort:
 - Total FTE = .8
 - Salary, clinical targets, allocation of clinical work, incentive should be prorated to .8
 - RID policy does not need to be used
 - Full benefits continue
2. Benefits charge unchanged. An AC faculty member wants to work 60% effort:
 - Total FTE = .6
 - Salary, clinical targets, allocation of clinical work, incentive should be prorated to .6
 - RID policy used so this level of effort limited to no more than 6 years
 - Full benefits continue
 - Benefits charge unchanged
3. An AC faculty member wants to work 40% effort:
 - Total FTE = .40
 - Salary, clinical targets, allocation of clinical work, incentive should be prorated to .40
 - Must move to AC part time track
 - No benefits