

Temporary Reduction of Full-Time Effort

At the request of a full-time faculty member, and with the approval of the Department Chair, a temporary reduction of full-time effort at the Icahn School of Medicine may be granted. The reduction may take the form of a leave of absence without pay, or a decrease in the number of hours worked with a proportionate decrease in pay. During the reduction period, the faculty member will retain his/her full-time title; tenure status will not be altered during the reduction period.

The nature and length of the reduction in effort are at the discretion of the Chair, but will not exceed three calendar years in total. In extraordinary circumstances, upon recommendation of the Chair and with the approval of the Dean, an exception to this cap may be possible.

The total time allowed for reduction(s) of effort is independent of the percentage of effort during a reduction period.

Examples:

- Dr. Smith reduces her effort to .6 FTE for one year, and Dr. Jones reduces his effort to .4 FTE for one year. Both will use up one of the three allowable years of reduced effort, leaving a balance of two years.
- Dr. Smith reduces her effort to .2FTE for one year and then increases to .5FTE for a full year. She will use up two of her three allowable years, leaving a balance of one year.
- Dr. Jones reduces his effort to .8FTE for six months. He will use up six months of his three allowable years, leaving a balance of 2.5 years.

In all cases, the faculty member and his/her Chair should discuss the impact of any proposed reduction of effort on the faculty member's career trajectory.

Under most circumstances a temporary reduction of effort will not alter the term of appointment. However, there are two exceptions:

1. The "academic clock" will be adjusted for purposes of tenure consideration and of promotion to Associate Professor or Professor in the Academic Track.
2. A full-time faculty member at any rank who receives a notice of non-reappointment before a temporary reduction of effort may have his/her term of appointment extended; a full-time faculty member at any rank who receives a notice of non-reappointment during a temporary reduction of effort will have his/her term of appointment extended.

For either of these exceptions, the following extension schedule will apply:²

If effort is reduced for a period equivalent to:

Less than 3 months

Then the term of appointment may be extended as follows:

No adjustment

If effort is reduced for a period equivalent to:

Then the term of appointment may be extended as follows:

3 months and up to 6 months

Six-month extension

6 months and up to 15 months

One-year extension

15 months and up to 21 months

One and one-half year extension

21 months and up to 27 months

Two-year extension

27 months and up to 33 months

Two and one-half year extension

33 months and up to 36 months

Three year extension

The effective reduction of effort will be calculated by multiplying the percent reduction in effort by the duration (in months) of reduced effort. Examples:

- 50 percent effort for 1 year: 50 percent x 12 months = effective reduction of 6 months = 6 month extension
- 75 percent effort for 2 years = 25 percent x 24 months = effective reduction of 6 months = 6 month extension
- 80 percent effort for 1 year = 20 percent x 12 months = effective reduction of 2.4 months = no extension
- 60 percent effort for 1.5 years = 40 percent x 18 months = effective reduction of 7.2 months = 1 year extension

Full-time faculty at any rank who receive notice of reappointment will be reappointed for a term that begins immediately following the end date of the current term of appointment.

In the event that a full-time faculty member is granted tenure while on a reduced schedule, the tenure will not become effective until the individual resumes his or her full-time effort.

Full-time faculty who wish to work less than full-time for a period of more than three years may, with the approval of the Department Chair, be appointed to a part-time faculty position (see Part-Time Faculty Appointments and Professor (Part-Time) sections of Part-Time Employment page (</sites/mssm/default/about/faculty-resources/handbook/appointments/part-time>)). Those with tenured full-time appointments will relinquish their tenure upon converting to a part-time faculty position.

Faculty with clinical privileges are advised to consult the Mount Sinai Hospital Medical Staff Bylaws regarding the impact of a proposed reduction of effort or leave of absence on their clinical privileges. Whereas return from an approved leave of absence does not require reapplication for a faculty appointment, medical staff reapplication may be necessary under certain circumstances.

Footnotes

² The calculation of term adjustments is dependent on both the percent reduction of effort and the duration of the reduced effort. In contrast, total allowable years of reduced effort is dependent only on the duration of the reduction.

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