

## **POLICY OF THE UNIVERSITY OF ARKANSAS FOR MEDICAL SCIENCES DIVISION OF ACADEMIC AFFAIRS**

**Subject: Tenure Status and Part-time Appointments for Tenured Faculty Members**

**Number: 2.3.2**

**Date Approved: February 2, 2015**

**Last Review/Revision: April 21, 2015**

### **Purpose**

The purpose of this policy is to articulate the tenure status of a UAMS faculty member who has been awarded tenure by the University of Arkansas and who subsequently requests to work on a part-time basis for UAMS.

### **Scope**

This policy applies to all tenured faculty members of the University of Arkansas for Medical Sciences who hold appointments on tenure-eligible academic pathways.

### **Definitions**

**Tenured Faculty Members:** Tenured faculty members are UAMS employees who hold the academic ranks of Assistant Professor, Associate Professor, Professor, Distinguished Professor, or University Professor with appointments on tenure-eligible academic pathways who have been awarded tenure by the President of the University of Arkansas.

**Regional Programs (AHEC) Faculty:** For purposes of this policy the Regional Program Director shall serve the role of the supervisor; the Vice Chancellor for Regional Programs shall serve the role of the Dean.

**Academic Affairs Faculty:** For purposes of this policy, the Associate Provost shall serve the role of the supervisor; the Provost shall serve the role of the Dean.

**Tenure:** Tenure is the right to continuous appointment, subject to University of Arkansas (UA) Board Policy 405.1. The granting of tenure by the University President is a high honor bestowed upon faculty members who have displayed substantive and continuous contributions that advance the mission of their College/Unit and the University. In accordance with the UA Board Policy, only full-time faculty members appointed on tenure-eligible pathways with the ranks of Assistant Professor, Associate Professor, Professor, Distinguished Professor, and University Professor may be awarded tenure. The granting of tenure implies that the individual has completed successfully his or her probationary period and has become a permanent member of the University community.

**Supervisor:** the person to whom the faculty reports. The title may vary by college/unit, e.g., division chief, department chair, associate dean, associate provost, director, dean or provost.

**Full-Time Employment**

Full-time employment is constituted by working for UAMS a minimum of forty (40) hours per week.

**Part-Time Employment**

Part-time employment is constituted by working for UAMS fewer than forty (40) hours per week.

**Policy**

A full-time faculty member who has been awarded tenure and who subsequently elects to work on a part-time basis for UAMS may do so only with the written approval of the individual's respective supervisor and dean. Such an individual's tenure status is unaffected by the approved reduction in work time and effort.

The tenure status of faculty members who have previously voluntarily relinquished tenure at the time of approval of part-time employment status is not affected by this policy.

**Procedures**

Part-time employment may be an appropriate choice for some tenured faculty members. The availability of part-time employment at UAMS is at the discretion of the respective supervisor and dean, and depends upon the needs of the college/unit.

Should a tenured, full-time faculty member elect to request part-time employment at UAMS, a written request must be submitted to the individual's supervisor explaining the rationale for the request, the anticipated part-time UAMS job description, and the specific percentage of employment being requested. Should the individual intend to work on a part-time basis for himself/herself or for another organization or institution, the nature of the work and the other part-time employer(s) must also be specified at the time of the request. If part-time employment for another employer is undertaken at a future date, the name of the other employer(s) and the nature of the anticipated work must be disclosed to the supervisor and dean at that time. Failure to disclose the additional part-time employment undertaken by the faculty member may be subject to disciplinary actions up to and including termination of employment if a conflict of commitment to UAMS is determined to exist.

The supervisor shall consider the request and approve or deny the request based on the needs of the college/unit and shall share this information with the faculty member. A decision by the supervisor to deny the request for part-time work is final. If the supervisor approves the request, he/she shall make a written request for the time and effort change to the dean. The individual, the supervisor and the dean share the responsibility to assure that part-time employment for another entity or organization does not create a conflict of commitment to UAMS. The decision of the dean to approve or deny the request for part-time employment is final.

Should a tenured faculty member who has been approved to work on a part-time basis wish to return to full-time status, he/she must follow the same procedure as noted above, that is, provide a written request and obtain approval by both his/her supervisor and dean.

Employee benefits provided by UAMS are managed by the UAMS Office of Human Resources. A faculty member considering a request for part-time work status should consult the UAMS Office of Human Resources to understand the impact of part-time employment on his/her

employee benefits. Faculty members employed by UAMS on a part-time basis are eligible for specific benefits as long as their UAMS employment is 50% or greater. Each faculty member should clarify with his/her unit administrator as to whether his/her specific faculty appointment makes him/her eligible for additional benefits (e.g., support of parking on campus, educational funds).

## **References**

University of Arkansas Board Policy 405.1: Appointments, Promotion, Tenure, Non-Reappointment, and Dismissal of Faculty