

**UCSF Department of Radiology and Biomedical Imaging
Policy on Additional Non-Clinical Time
Effective July 1, 2020**

The Department is implementing a new policy for additional non-clinical time effective July 1, 2020. The aim of this policy is to more transparently and equitably account for the costs of non-clinical time.

Policy

Full-time clinical faculty members in the Academic Senate Series are currently expected to work a *minimum* of 80% effort per year in addition to the required evening, weekend and holiday call responsibilities as defined by subspecialty. With approval from the chair's office, sponsored grant funding or assigned administrative duties may allow for further reduction in clinical effort according to the mechanism outlined below.

Administrative time is at the discretion of the Chair and may be allocated to faculty with leadership administrative duties. To be eligible for extra research protected time, sponsored effort must be at least 10% on funded projects and must be expected to continue for at least six months. The percentage effort of salary support provided by the sponsored funds or the percentage effort of approved administrative time will be multiplied by 80% and then be reduced from the 80% effort minimum expected effort per year. Non-clinical effort will be allowed in increments of 5% effort beyond 10%, up to a maximum of 60% effort of non-clinical time. If a faculty member performs less than 40% clinical effort during the year, their Y will be reduced commensurately to match their clinical effort during the year. (For example, if a clinical faculty member's effort is 20% for the year, their Y will be adjusted to 20% of the current Y amount.)

To minimize disruption in managing clinical coverage, review of research funding and non-clinical time will be done every six months, with changes implemented prospectively on January 1 and July 1. If sponsored support is reduced or discontinued, the faculty member is responsible for notifying his/her Section Chief(s) asap so that adjustment to clinical effort can take place as soon as possible.

Requests and Approval

Faculty members seeking additional non-clinical time and meeting the requirements above should contact their Post-Award Analyst or Academic Personnel Manager and complete a written request form. The request must be reviewed and approved by the respective Section Chief(s), Vice Chair for Academic Affairs, and the Executive Vice Chair. Approval is contingent upon Section Chief confirmation of having sufficient clinical coverage among the faculty in the affected sections without undue burden on colleagues.