

**Part-Time Tenure-Track Appointments**  
Section 2.6.1.3 of the *Faculty Handbook*

**2.6.1.3 Part-Time Tenure-Track and Tenured Appointments**

While tenure-track and tenure appointments are normally full time, Virginia Tech recognizes the importance of allowing flexibility in the percent employment so that faculty members can better manage the balance between their professional work and family or personal obligations over a defined period of time, or perhaps permanently. This policy is intended to encourage departments to accommodate reasonable requests for part-time appointments, however part-time appointments are not an entitlement, and requests may be turned down when the faculty member and the department cannot agree to a workable plan.

Departments will continue to advertise for full-time tenure-track or tenured positions and must have funding for a full-time hire. Advertisements will include information about university policies for flexible appointments. If desired, the faculty member may request and negotiate a part-time appointment at or after the point of hire if acceptable to the department.

An initial *term* part-time appointment, either tenured or tenure-track, may be approved to accommodate a dual career hire if funding is not immediately available to support a full-time position, or if the faculty member seeks a part-time appointment consistent with the intent of this policy. The expectation is that the subsequent reappointment, if recommended, would be for a full-time position, unless the faculty member requested a renewal of the term part-time appointment in accordance with these guidelines. Part-time appointments created for a dual career hire are approved through the usual approval processes for dual career hires.

Requests for conversion from full-time to part-time appointments may only be initiated by the faculty member. The reasons for the request for a change in the percentage of appointment should be clearly stated. The department chair should make a careful assessment of the needs of the department, and work with the faculty member requesting the part-time appointment to facilitate the request whenever possible. The period for which this part-time appointment is granted shall be clearly stated (renewable terms from one semester up to two years, or permanent).

The written agreement should include a careful and thorough statement of work expectations for the part-time appointment. Generally, faculty members would continue to contribute to all areas of responsibility, but with reduced expectations for accomplishment proportional to the fractional appointment. Service responsibilities for faculty members on part-time appointments are generally seen as proportional to their appointments. Faculty members on part-time appointments are not excused from regular departmental, college, or university service because of the part-time appointments.

The written agreement for either an initial appointment or a conversion of a full-time appointment to part-time status, and any subsequent renewal, must be approved by the faculty member, department head, dean, and provost.

Part-time appointments will be either *term* or *permanent*. *Term* part-time appointments may be made in increments from one semester up to two years. During the duration of a part-time term appointment, terms of the appointment will only be changed via the agreement of all parties. A term agreement must specify the date on which the faculty member is expected to return to full-time status. Renewal of a term appointment should be negotiated no less than three months before the end of the current term so that the department can plan accordingly. For term part-time appointments, departments would be able to use the salary savings to replace the work of the faculty member on part-time appointment.

For *permanent* part-time appointments with no end date, a return to a full-time appointment is not guaranteed. If tenured, the faculty member remains entitled to the tenured appointment on the part-time basis only. However, an increase in the percent appointment up to full-time may be renegotiated between the faculty member and department head if mutually agreeable and funds are available. The department and the college would determine the best way to cover the costs of the academic work in the case of conversion to a permanent part-time appointment.

Faculty members on part-time appointments, whether term or permanent, retain all the rights and responsibilities attendant to their appointment as a tenure-track or tenured faculty member.

Tenure-track faculty members may make a request for a part-time appointment only for reasons of balancing work and family for the arrival or care of a child, the care of a family member, or for personal circumstances related to the health of the faculty member. In addition, they may request a *term* part-time appointment only, allowing the

issue to be revisited on a defined cycle. While such term appointments can be renewed throughout the probationary period, a permanent part-time appointment will not be granted until tenure is awarded.

Tenured faculty members may request either term or permanent part-time appointments for reasons stated above, or to balance work at Virginia Tech with professional practice or significant community or public service, for example, a professor who wishes to serve as a consultant in addition to an appointment at Virginia Tech; a professor who wishes to engage in entrepreneurial activity outside of university responsibilities; or a professor who may run for office for a limited term and wish to reduce the workload at Virginia Tech for that period. Other reasonable justifications may be considered if approved by the department head, dean, and provost.

Part-time appointments can be made for any fraction from 50% to 100% of a full appointment; faculty members will receive proportional salary. Faculty members considering such appointments are strongly encouraged to meet with representatives in the Benefits Office so that they will clearly understand the consequences of the change to their benefits. Office and laboratory space may be adjusted for longer term or permanent part-time appointments.