

## **REDUCED ACADEMIC WORKLOAD POLICY FOR CLINICAL ACADEMICS**

Revision December 15, 2014

### **1. Purpose**

A Reduced Academic Workload is one in which the academic workload of a Full-Time Clinical Academic is reduced from full-time to less than full-time for a specified period. A Reduced Academic Workload shall not normally be less than 50% of a Clinical Academic's normal full-time workload (not less than 0.5 FTE).

A Reduced Academic Workload agreement applies to academic responsibilities only. Reduced Academic Workload is not intended to decrease academic workload to enable an increase to clinical workload. Rather, a Reduced Academic Workload will only be approved if there is a parallel duly authorized agreement reducing the clinical workload by the same proportion.

Examples of situations where a Reduced Academic Workload may be requested include, but are not limited to, workload reductions resulting from childcare or eldercare responsibilities, personal health circumstances, or in anticipation of retirement.

### **2. Role Category Responsibilities During a Reduced Academic Workload**

A Reduced Academic Workload arrangement may allow for a re-balancing of the proportions of a Clinical Academic's efforts devoted to each of their assigned academic role categories (e.g. Clinician Teacher, Clinician Educator, Clinician Researcher, Clinician Scientist, Clinician Administrator). Any change in Academic Role Category must be completed in accordance with *Conditions of Appointment: Physicians*.

### **3. Process for an Initial, Renewed or Amended Reduced Academic Workload Arrangement**

3.1 A Clinical Academic may propose a Reduced Academic Workload arrangement to the Chair of his/her Department, or a Chair may propose a Reduced Academic Workload arrangement to a Clinical Academic.

3.1.1 Proposals shall be made in writing at least six months before any Reduced Academic Workload is to take effect, unless requested at the time of the initial appointment.

3.1.2 Proposals made with less than six months' notice will be considered only in cases of unforeseen circumstances.

3.2 Proposals shall be in writing and shall state the proposed terms of the requested arrangement and the reasons for the request. Proposed terms shall be in compliance with this policy and shall include:

- the period of the Reduced Academic Workload

- the proportion of Reduced Academic Workload to full-time academic workload
  - the balance of effort for each Academic Role Category during the Reduced Academic Workload
  - duties during the Reduced Academic Workload
  - extensions, if any, to the time limits for promotion and/or granting of a Continuing Appointment
  - provisions for evaluation (Career Development Planning) during and after the period of Reduced Academic Workload
  - the level of salary and benefits coverage (if applicable) during the Reduced Academic Workload.
- 3.3 The Chair shall make a recommendation to the Dean. Any decision(s) of the Dean to not approve the application shall be accompanied by written reasons.
- 3.4 Upon agreement to the terms of the Reduced Academic Workload by the Clinical Academic, the Chair and the Dean, the Reduced Academic Workload Agreement shall be reduced to writing, signed and submitted to the Provost for approval.
- 3.5 The Provost's approval shall not be arbitrarily withheld and any decision by the Provost not to approve the proposal shall be accompanied by written reasons.

#### **4. Reduced Academic Workload Terms and Conditions**

All Reduced Workload Arrangements must comply with the following terms and conditions.

- 4.1 **Initial Period of Reduced Academic Workload**  
An initial period of a Reduced Academic Workload shall run for part or all of an Academic Year for a maximum of five years. Arrangements can be extended according to Clause 4.2.
- 4.2 **Additional Periods of Reduced Academic Workload**  
An initial period of Reduced Workload may be followed by one additional period of Reduced Academic Workload. Renewal of Reduced Academic Workload arrangements should be discussed during the Career Development Planning process and must be proposed in writing at least six months in advance of the existing arrangement end date. Renewal periods may run for all or part of an Academic Year, or for a term of up to five years.
- 4.3 **Provisions for Promotion and/or Continuing Appointment**
- 4.3.1 Clinical Academics on Reduced Academic Workload are eligible for consideration for reappointment, promotion and granting of Continuing Appointment.
- 4.3.2 A Clinical Academic may request the extension of the time limit for promotion and/or granting of a Continuing Appointment. The maximum extension requested or granted shall be equivalent in time to the foregone workload period under the Reduced Academic Workload arrangement. For example: if a 50% reduction has occurred for two years, the time for promotion and/or

granting of Continuing Appointment shall be extended by one year. Any agreement in respect of timeline extensions for Promotion and/or Continuing Appointment must be proposed, agreed to, and approved as part of the initial or renewed Reduced Workload arrangement.

#### 4.4 Compensation & Benefits

- 4.4.1 The academic remuneration, if applicable, shall be pro-rated to reflect the proportion of Reduced Academic Workload to full-time workload. Arrangements related to academic remuneration shall be documented in an agreement between the Clinical Academic and his/her Department.
  - 4.4.1.1 Pension contributions by the Clinical Academic and Western University to pension shall be on the basis of the remuneration which flows as T4 income through University payroll.
- 4.4.2 Eligibility for and participation in (when applicable) all benefit programs, including Long Term Disability Insurance, Health Care Spending Account, Dependent Tuition Scholarship and premiums for Post Retirement Benefits provided through Western University shall continue in accordance with the full premiums established for these plans, or as amended from time to time.
  - 4.4.2.1 Where benefit costs defined in 4.4.2 are paid for by the Department, the Department may require the Clinical Academic with a Reduced Academic Workload to reimburse the Department for a pro-rata share of the benefit costs.
  - 4.4.2.2 Statutory benefit costs remain the responsibility of the Department.
- 4.4.3 Vacation and Sick Leave entitlement shall be on a pro rata basis as in above.