

While tenure-track pre-tenure and tenured appointments and continued appointment track/continued appointment positions are usually full-time, Virginia Tech recognizes the importance of allowing flexibility in the percent of employment so that faculty members can better manage the balance between their professional work and family or personal obligations over a defined period, or perhaps permanently. Departments and schools may 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 or school cannot agree upon a workable plan. Faculty members considering a part-time appointment are strongly encouraged to meet with the benefits office in Human Resources to gain a clear understanding of the consequences of the change to their benefits. Office and laboratory space may be adjusted for longer term or permanent part-time appointments.

Please submit this completed form to Faculty Affairs (facultyaffairs@vt.edu) for review and approval by the Office of the Executive Vice President and Provost.

Faculty Member Name _____
Faculty Member Title _____
Last 7 digits of Faculty Member VT ID Number _____
Faculty Member Department _____
Faculty Member Department Head _____

Part-time appointments are either **term** or **permanent**. Term part-time appointments are in increments from one semester up to two years. During the duration of a part-time term appointment, terms of the appointment are only 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.

Is this request for a term or a permanent part-time appointment?

☐ **Term** If term, expected date of return to full-time status? _____
☐ **Permanent**

Renewal of a term appointment should be negotiated no less than three months before the end of the current term so that the department or school can plan accordingly.

Is this a renewal of term appointment? ☐ **Yes** ☐ **No**

Part-time appointments are made for any fraction 50 percent or greater of a full appointment; faculty members receive proportional salary.

What percent appointment is requested? _____

Reason(s) for part-time appointment request

Pre-tenure/Pre-continued-appointment faculty members may request a part-time appointment **only** for reasons of balancing work and family such as 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 (with specific starting and ending dates), 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 may not be granted until tenure/continued-appointment is awarded.

Tenured/continued-appointment 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.

Please provide below a statement of work expectations for the part-time appointment.

Generally, faculty members continue to contribute to all areas of responsibility, teaching, research, and service but with reduced expectations proportional to the fractional appointment. Faculty members on part-time appointments are not excused from department, school, college, or university service.

For permanent part-time appointments with no end date, a return to a full-time appointment is not guaranteed and the faculty member remains entitled to the tenured/continued appointment position on a part-time basis only. However, an increase in the percentage of the appointment up to full-time may be renegotiated between the faculty member and department head, chair, or school director or supervisor if mutually agreeable and funds are available. The unit and the college 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 retain all rights and responsibilities attendant to their appointment as a tenure-track/continued-appointment track or tenured/continued-appointment faculty member.

Faculty Member Signature

Date

Approvals:

Department Head/Chair, School Director, or Supervisor signature

Date

Dean signature

Date

Executive Vice President and Provost (or designee) signature

Date