

 Yale Radiology and Biomedical Imaging Title: Part-time & Per Diem Faculty	SOP 012.000	Effective Date: March 2022
	Version 2	RAD Mission: Clinical
Prepared By: Regina Hooley, MD		Date: March 2022
Approval: Rob Goodman, MD		Date: March 2022

**A. Purpose**

The purpose of this Standard Operating Procedure (SOP) is to describe the policy for part-time YDR faculty, as well as Per Diem Faculty (see section E).

**B. Scope**

This SOP applies to all clinical part-time YDR faculty.

**C. Materials**

None

**D. Procedures:**

1. Part-time faculty work will be prorated based on full-time work equivalent of 226 days, inclusive of clinical and academic/administrative time.
2. Part-time on resident teaching Clinical Track
  - a. The full time clinical target is 215 days with an additional 11 academic/administrative days. Clinical target and aca/admin days will be prorated based on %FTE.
  - b. The year-end \$40k supplement will also be prorated, since this supplement is based on number of clinical days worked over 183 days.
3. Part-time on Clinical Educator track
  - a. The full-time clinical target is 183 days with 43 aca/admin days. Clinical target and aca/admin days will be prorated based on %FTE.
  - b. The year-end academic supplement will not be prorated, e.g. faculty will be eligible for the full academic supplement based on academic productivity.
4. Part-time on non-resident teaching Clinical Track
  - a. The full-time clinical target is 226 days with no aca/admin days. Clinical target will be prorated based on %FTE.
  - b. The year-end \$40k supplement will also be prorated, since this supplement is based on number of clinical days worked over 183 days.
5. Vacation and CME will not be tracked, and may be entered in Qgenda as vacation, CME or "off days".
6. Staff account dollars will not be prorated.

7. Y-payments may be earned if part-time faculty work beyond the clinical target.
8. Weekend readouts and call commitments should be pro-rated to that of a full time FTE within the section.
9. Examples of prorated clinical and academic days:

**Based on full-time work equivalent of 226 days**

Faculty	Track	%FTE	Clinical target	Academic time	Target+ Academic	%FTE*226
Faculty A	CE	0.67	122.61	28.81	151.42	151.42
Faculty B	C	0.5	107.5	5.5	113	113
Faculty C	C (non-teaching)	0.675	152.55	0	152.55	152.55
Faculty D	CE	0.705	129	30.3	159.3	159.3

**E. Per Diem Faculty**

1. Faculty who work less than 0.5 cFTE will work on a per diem basis and will not be eligible for University benefits, including health insurance.
  - a. Per diem faculty should work at a minimum of 40 days/year and the clinical commitment should be determined at the prior to the beginning of the academic year.
  - b. Per diem faculty who have retired from long-term YDR service are eligible for prorated support for work related expenses such as ABR dues, CT license and CME expenses.

**F. Definitions/Abbreviations**

SOP: Standard Operating Procedure

**G. References**

Reviewed by Drs. Goodman & Hooley, S Delbasso

**H. Revision History**

Version	Date	Reason For Revision
2	March 2022	Review and added per diem guidance