



State University of New York

Memorandum to  
x Personnel

## Memorandum to Presidents

Date: August 31, 1976

Vol. 76 No. 19

From: Office of the Vice Chancellor for  
Faculty and Staff Relations

Subject: Part-time Professional Positions

Over the course of the last year we've been discussing with representatives of the Division of the Budget the fractionation of established full-time lines into several part-time items. Prior to this date, it was expected, as illustrated by the rules concerning graduate and teaching assistantships, that a full-time line would be divided into no more than four items. Since many part-time positions represent less of a work obligation than one-quarter of what would be expected of a similar full-time appointment, the policy began to prove unrealistic and unduly limiting. In order to provide a more effective standard, the following policy has been established for State-operated campuses.

The division of full-time academic staff positions into two or more part-time lines will be governed by the following:

A 1.0 FTE academic staff position in other than clinical health sciences may be divided into not more than 8 parts, each at not less than 0.125 FTE. Furthermore, 0.125 FTE shall be the smallest fraction of any position which can be established as a regular item on a budget certificate. (Since the current Personnel Data base form will not accommodate a number to the third decimal point, please show .125 FTE as .12.)

All part-time positions shall be identified as such on the budget certificate. The maximum salary available to the incumbent is limited by the designated part-time FTE, being that percentage of the average salary rate. A partial FTE is both a salary and a workload index measurement, with the two expected to be proportional.

The foregoing applies to the total FTE of any individual part-time position and does not limit in any way the division of costs (among various departmental accounts) either for full-time or part-time positions.

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Regular positions may be reclassified into graduate assistantships subject to the following constraints:

An assistantship will be identified and counted as a teaching assistantship charged against the allowed number of instructional FTE's, whenever 50 percent or more of the time spent in assistantship duties is for purposes of instruction; e.g., instructor of record, discussion or recitation section leader, laboratory instructor, grading, instructional innovation and development, etc.

A graduate or teaching assistantship may be divided into no more than two parts, each taken as 0.125 FTE, subject to proportional reductions in: maximum stipend, hours of service expected, and amount of tuition waived.

UP-9 requests for certificate changes must be in conformity with the foregoing, and any existing positions which may not be in conformity with the above should be converted as soon as practicable.

If you have any questions or problems, please get in touch with Tom Peterson or Ted Barber of this office. Thank you for your cooperation.



Jerome B. Komisar

cc: Chancellor Boyer

This memorandum addressed to:

Presidents, State-operated campuses

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Deans, Statutory Colleges  
President Rose  
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