

UCSF Department of Radiology and Biomedical Imaging
Policy on Additional Non-Clinical Time
Effective July 1, 2020. Revised July 1, 2025

Policy: The aim of this department policy is to more transparently and equitably account for the costs of non-clinical time. Full-time clinical faculty members in the Academic Senate Series are currently expected to be on the clinical radiology schedule a *minimum* of 80% effort per year in addition to the required evening, weekend and holiday call responsibilities as defined by subspecialty. With approval from the chair's office, sponsored grant funding or assigned administrative duties may allow for further reduction in clinical effort according to the mechanism outlined below.

Administrative time is at the discretion of the Chair and may be allocated to faculty with leadership administrative duties. To be eligible for extra research protected time, sponsored effort must be at least 10% on funded projects and must be expected to continue for at least six months. The percentage effort of salary support provided by the sponsored funds or the percentage effort of approved administrative time will be multiplied by 80% and then be reduced from the 80% effort minimum expected effort per year. Non-clinical effort will be allowed in increments of 5% effort beyond 10%, up to a maximum of 60% effort of non-clinical time. If a faculty member performs less than 40% clinical effort during the year, their Y will be reduced commensurately to match their clinical effort during the year. *(For example, if a clinical faculty clinical's effort is 20% for the year, their Y will be adjusted to 20% of the current Y amount.)*

To minimize disruption in managing clinical coverage, review of research funding and non-clinical time will be done every six months, with changes implemented prospectively on January 1 and July 1. If sponsored support is reduced or discontinued, the faculty member is responsible for notifying his/her Division Chief(s) asap so that adjustment to clinical effort can take place as soon as possible.

Start-Up Non-Clinical Time

The Department may provide new faculty with start-up non-clinical time to support the development of research programs. As faculty receive sponsored funding support during their start-up period, any new research effort shall be applied to the existing time as outlined in the offer letter.

When a faculty is successful in securing a sponsored award as a PI or Co-PI, additional non-clinical time may be considered additive to the existing start-up time. If a faculty is unable to add additional non-clinical time due to the division's clinical service needs, the department may allow a one-time extension of the start-up period (up to 25% effort for a maximum of 6 months extension). Faculty should contact their division chief and the Vice-Chair for Academic Affairs to discuss PI/Co-PI funded time.

Requests and Approvals

Faculty members seeking additional non-clinical time and meeting the requirements above should contact their Post-Award Analyst or Academic Affairs Manager and complete a written request form. The request must be reviewed and approved by the respective Division Chief(s), Vice Chair for Academic Affairs, Vice Chair for Administration, and the Department Chair. Approval is contingent upon Division Chief confirmation of having sufficient clinical coverage among the faculty in the affected divisions without undue burden on colleagues.