


foster and support full-time faculty practice activities, thereby facilitating the recruitment and retention of excellent full-time faculty; enriching the training opportunities available to Mount Sinai's house staff and students; furthering Mount Sinai's clinical research programs; and promoting high quality patient care.

Rules and Procedures governing participation in FPA are applicable to all faculty participants. Income generated by full-time clinical faculty for professional services (fee for service) is deposited into discrete accounts maintained in the Financial Division of the School of Medicine. Disbursements from these accounts are made in accordance with established guidelines governing participation in the FPA. Copies of FPA Governance Documents and other relevant material pertaining to FPA are available from the FPA Administration Office.

E. Financial Arrangements with Extramural Entities

An extramural entity is defined in this section as any entity other than Mount Sinai School of Medicine and its affiliated institutions.¹

A faculty member may enter into an agreement to act as a private individual in a consultative or other financial arrangement with an extramural entity, or serve as a member of an advisory board of an extramural entity or as an expert witness, and retain all income that derives from such arrangements providing that the following provisions are met²:

1. All arrangements involving external activities of any kind with an extramural entity must be set forth in a written agreement. The agreement must be submitted to the Department Chairperson, accompanied by a written attestation by the faculty member that he or she has read this institutional policy on financial arrangements with extramural entities, and that the proposed arrangement complies with this policy. The written attestation must also disclose any conflict of interest and identify intellectual property provisions in the agreement. Attestation of Compliance 
2. The arrangement does not encompass situations in which the faculty member functions directly or indirectly as a practitioner of medicine or as an employee of a third party, including functioning as the principal investigator of a research project or as the director of a research effort of the third party; such arrangements are governed by separate institutional policies.
3. The faculty member must be in compliance with all institutional policies, including those on conflicts of interest, use of Mount Sinai name, and intellectual property/patents.
4. The arrangement may not take precedence over or conflict with any responsibilities or requirements made on the faculty member by the School of Medicine.
5. The aggregate number of days allocated to financial arrangements with extramural entities, including expert witness or medicolegal consultant arrangements, may not exceed fifty-two (52) per school year (July 1 - June 30). All continuing financial arrangements, in which the commitment extends beyond one year, must be reviewed annually.

6. With the exception of the use of the library facilities of Mount Sinai School of Medicine and the de minimis use of the individual's own office and personal computer, no facilities or personnel of Mount Sinai School of Medicine may be used in the performance of the extramural arrangement.
7. Some affiliates of Mount Sinai School of Medicine may have rules that restrict a faculty member's right to enter into arrangements with outside entities; faculty should check the policy at their particular institution. Faculty must comply with policies at Mount Sinai and the affiliate institution.
8. All arrangements must be approved by the Department Chair, see grid summarizing review and approval requirements. Chairs must obtain direct approval from the Dean before entering into arrangements with outside entities. Chairs are encouraged to seek guidance from Risk Management, Office of the General Counsel or the Compliance Office as appropriate on any outside arrangements for themselves or their faculty.
9. Approval by the Dean is required in addition to approval by the Department Chair for arrangements reviewed by the Office of Industrial Liaison (OIL) or the Institutional Conflict of Interest Committee under the following circumstances:
 - a. The Office of Industrial Liaison will review:
 - All agreements with commercial entities³
 - Any arrangement with non-commercial entities in which the agreement includes intellectual property provisions.

OIL will identify intellectual property provisions, will negotiate necessary changes to the agreement language, and will recommend or not recommend the arrangement to Dean.
 - b. The Institutional Conflict of Interest Committee will review all agreements with identifiable conflicts of interest, and will recommend or not recommend the arrangement to the Dean.
10. Chairs will submit a copy of each signed attestation form for an approved arrangement to the institutional Compliance Office for inclusion in the compliance database.
11. All income or compensation in whatever form will be independent of any compensation arrangements that the faculty member has with Mount Sinai School of Medicine. Insofar as a faculty member will act as a private individual in an agreement with an extramural entity, all income that derives from the arrangement must be paid directly to the faculty member.
12. Insofar as a faculty member will act as a private individual in an arrangement with an extramural entity, such agreement is outside the scope of employment as a faculty member of Mount Sinai School of Medicine, and therefore the faculty member will be solely responsible for his/her actions and any litigation that may arise. Mount Sinai School of Medicine will not be liable for any actions of the individual or any litigation that may arise as a result of the consultative

arrangement with the extramural agency. The faculty member will so inform the extramural entity.

F. Sabbatical Leave

Leaves of absence for scholarly and educational purposes may be granted to eligible faculty to increase their knowledge and scientific achievements and thereby enhance the faculty members' value to Mount Sinai School of Medicine as teachers and scholars. Each sabbatical leave may be granted for a period of up to twelve months.

1. Eligibility Requirements:

- **1.1.**
Full-time Associate Professors and Professors who are employed by Mount Sinai School of Medicine or its affiliates will be eligible for sabbatical leave.
- **1.2.**
Eligible faculty must be employed by Mount Sinai School of Medicine or its affiliates for an aggregate of at least six years of full-time service before an initial sabbatical leave may be taken. Thereafter, faculty will be eligible for additional sabbatical leaves after each six years of full-time employment at Mount Sinai School of Medicine.
- **1.3.**
Sabbatical leave will not be available to faculty whose appointments are terminal or to faculty who plan to retire at the termination of the leave.

2. Application for Sabbatical Leave:

- **2.1.**
The faculty member must submit a written request for sabbatical leave to the Department Chairperson or Center Director at least six months in advance of the leave. The application must provide the name of the sponsor, institution and/or laboratory in which the sabbatical period will be spent, the duration and specific months of the leave, and a proposal that delineates the goals and scholarly activities that will be undertaken during the leave.
- **2.2.**
If the Chairperson or Center Director approves the application, then the Chairperson or Center Director must submit the faculty member's application to the Dean along with an accompanying letter that supports the scholarly value of the sabbatical, indicates the potential benefit to Mount Sinai School of Medicine, and provides plans for covering the academic and clinical responsibilities of the faculty member during his/her absence without increasing the total financial burden of the Department. If a faculty member will hold a non-primary appointment in a Department or Center during the sabbatical leave, then the Chairperson or Center Director of the non-primary Department must also submit a letter to the Dean indicating approval of the sabbatical leave.

3. Approval of Sabbatical Leave:

- **3.1.**
The Dean will grant final approval for sabbatical leave. Approval will be based on a review of the application, the Chairperson's letter and the academic requirements of the institution. The Dean may request the Committee on Special Fellowships and Grants to review the applications and rank them in order of priority.