

Setting Faculty Workload Expectations

Faculty workload will be determined collaboratively each year by the faculty member and his/her chair. Each July, as part of the annual evaluation process, workload will be set for the coming academic year. The faculty member will meet with his/her chair and discuss expectations from the previous year, and establish expectations for the coming year. The following are guidelines for faculty and chairs to identify specific activities and determine percent effort in each of five categories.

Faculty activities are categorized into five areas. Some activities fall into more than one category. Faculty decide which category to include the activities. For example, clinical teaching could be listed as teaching or as clinical work.

During the meeting, faculty and chairs decide:

- 1) Specific teaching activities, including classroom/online teaching, advising students in research and advising professional students. Based on the specific activities, a percent effort for teaching is determined.
- 2) Service activities include department/school or college/HSC committees, professional association activities and community service. This category should not be more than 20%, and may be as low as 0-5%. Chairs will assist faculty to balance the percent effort in service based on their career stage.
- 3) For research, funded effort for the coming year is identified. Time spent working on new grants or contracts, manuscripts and other products for dissemination will be determined based on the projected time commitment. Time spent in administrative duties related to leading a research team will be included.
- 4) The clinical category includes time spent in patient care activities.
- 5) Administrative activities that include assistant/associate dean, department chair, program director are recorded under administration with the percent effort determined by the supervisor.

On or before September 1 of each year, the faculty member is sent a memo from their chair clearly outlining the expectations for the coming year.