

Faculty Workload Contributions for the Graduate School of Biomedical Sciences

The University of North Texas Health Science Center (UNTHSC) recognizes that workload expectations may vary from person to person, among departments, and from time to time. Variability stems from differences in departmental needs, the Graduate School of Biomedical Sciences (GSBS) and University mission requirements, the talents and interests of individual faculty, experience and the distribution of faculty skills within a department. UNTHSC acknowledges that not all faculty members are expected to be “triple threats” in all areas of contribution. Nevertheless, although the primary focus of contribution may vary, all faculty members are expected to provide a substantial level of productivity to the institution in return for professional recognition, rank, tenure, salary, and benefits.

The GSBS Faculty Workload generally falls into three areas of contribution: Teaching, Research, and Service. In addition, certain GSBS faculty may hold administrative appointments as part of their workload. Based on the mission of the GSBS, a typical faculty workload may consist of 40% teaching, 40% research and 20% service. However, this distribution will vary for individual faculty members and is determined by the department chair, in consultation with the faculty member during annual evaluation, to meet the mission of the department, GSBS and UNTHSC. It is expected that faculty provide a minimum of 30% FTE towards funded research.

TEACHING

Didactic Teaching

A major role of GSBS faculty is to develop and present didactic lectures and workshops to students in Texas College of Osteopathic Medicine, M.S. and Ph.D. programs in GSBS, and Physician’s Assistant (PA) and Doctorate in Physical Therapy programs in the School of Health Professions.

Data on GSBS faculty teaching in didactic courses will be recorded in EIS by the Registrar’s Office. The didactic teaching data will include all GSBS, TCOM and SHP courses and % FTE will be calculated based on 5 hours of faculty time per classroom hour. Didactic Teaching % FTE will be based on 2160 work hours annually.

Education Training

Mentoring a graduate student (*i.e.*, acting as a major professor of a M.S., Ph.D., and dual-degree students) demands a substantial commitment of the faculty. Over the course of their degree programs, graduate students are required to: (a) complete didactic courses; (b) master the research methods and techniques of the mentor’s laboratory; (c) prepare for their oral qualifying examination; (d) write and defend a research proposal; (e) conceive, develop and conduct their research projects; (f) present their research at journal clubs, seminars, and local and national meetings; (g) write and submit for publication manuscripts reporting their research

findings; (h) write and submit pre-doctoral fellowship applications; and, (i) submit and defend a comprehensive research thesis (j) secure post-graduate employment, e.g., a post-doctoral position. All of these objectives require advice, encouragement and expertise of a dedicated Major Professor working with other faculty members (i.e. supervisory committee, qualifying exam committee, WIP etc)¹. These objectives require mentorship.

Education Training includes research-based courses titled Special Problems, Individual Research, Lab Rotations, Thesis, and Dissertation. Percent FTE for research-based GSBS courses will be based on 3 hours of faculty time per contact hour, and 2160 work hours annually.

Rank Appropriate Teaching

Rank Appropriate Teaching activities include post-doctoral training, summer student advising, medical student research, Work-in-progress sessions, journal clubs, serving on graduate advisory, qualifying examination, BMSC 6310 grant defense panels, development of new courses, faculty mentoring and other such activities which are not recorded in the EIS by the Registrar's office. Additional activities expected for GSBS faculty at each rank are described in the GSBS P&T Guidelines. These activities will be provided appropriate FTE distribution by the Chair of the department.

RESEARCH

Biomedical research expresses the intellectual curiosity of the GSBS faculty, and fosters the health and welfare of Texans and society-at-large. Indeed, all people, through improved understanding of the normal functioning of the body and its constituents, the mechanisms of diseases, and the development and refinement of effective treatments. Dissemination of research discoveries in peer-reviewed journals, chapters and books, and seminars and conference presentations brings valuable recognition to UNTHSC. Active, funded research projects provide opportunities to train graduate students and post-doctorates, the vanguard of the next generation of biomedical scientists.

Extramurally Funded Research

Based on the mission of the GSBS, it is expected that faculty provide a minimum of 30% FTE towards funded research. Research % FTE is based on faculty FTE included on funded grants/contracts. Data will be derived from OGCM reports. It is critical that this data be accurate and all FTE on grants/contracts included.

Rank Appropriate Research

Rank Appropriate Research activities include development of new ideas (research activities for future grants, acquiring preliminary data for future grants, development of new ideas etc.),

¹ National Academy of Science Committee on Science, Engineering and Public Policy: *Advisor, Teacher, Role Model, Friend: On Being a Mentor to Students in Science and Engineering*. National Academy Press, Washington, DC, 1997.

collaborative activities (serving as consultants on teams), preparation and submission of new grants and protocols (IACUS, IRB, IBC etc) publications, intellectual property, scientific communications, collaborations and other activities expected for GSBS faculty at each rank are described in the GSBS P&T Guidelines. These activities will be provided appropriate FTE distribution by the Chair of the department.

SERVICE

Rank Appropriate Service

GSBS faculty members are expected to participate in local/national/international professional service in order for UNTHSC to meet its mission of becoming a Top 10 health science center. For each of the service activities, the % effort devoted will vary among faculty. Expected service for each faculty rank is specified in the GSBS P&T Guidelines document. Generally, service activities are not expected to exceed 20% FTE for this category.

Special Service Activities

Special assignments that are beyond the rank/level specific service will be determined by the chair in consultation with the faculty member during annual evaluations.

ADMINISTRATIVE

For those GSBS faculty who hold administrative appointments such as Chair, Vice-Chair, Associate and Assistant Dean, and Institute Director, appropriate % FTE is determined based on the size of the department and time commitment.

Annual Distribution of GSBS Faculty Workload

Introduction: Per the UNT Regents Rule 06.600, GSBS has adopted the following faculty academic workload standards. GSBS faculty members are responsible for delivering quality teaching to students in GSBS, TCOM and SHP, conducting quality research, and engaging in local, regional and/or national/international service. It is expected that GSBS faculty will cover, at a minimum, 30% of their salary from extramural research funding. Rank appropriate activities in each of these mission-critical areas are listed in GSBS P&T Guidelines document. The expected contributions of each faculty member towards these activities are determined by the department chair to meet the mission of the department, GSBS and UNTHSC, in consultation with the faculty member during annual evaluation. During the annual evaluation process, the faculty member updates the information and makes it available to the Department Chair for annual evaluation. The GSBS department Chair meets with their respective faculty members annually to review their portfolio and identify the respective workload goals for the next year under the three major categories of teaching, research, and service.

Teaching (% effort. Suggested Range: 0-80)

Didactic¹ _____

Education Training² _____

Rank appropriate teaching³ _____

Research (% effort. Suggested Range: 0-100)

Extramural Funding⁴ _____

Rank appropriate research⁵ _____

Service (% effort. Suggested Range: 0-30)

Rank-appropriate Service⁶ _____

Special service activities⁷ _____

Administrative⁸ (% effort) _____

Total **100**

1 GSBS course data obtained from Registrar and includes all GSBS, TCOM and SPH courses

2 Includes research-based courses titled Special Problems, Individual Research, Lab Rotations, Thesis, and Dissertation

3 Determined by the chair in consultation with faculty member during annual evaluation. Rank appropriate activities are described in the GSBS P&T Guidelines document.

4 Research % FTE based on faculty FTE included on funded grants/contracts. Data from OGCM. (It is critical that this data be accurate and all FTE on grants/contracts included).

5 Includes rank appropriate research and research that is cost shared with institutional funds. Determined by the chair in consultation with the faculty member during annual evaluation.

6 Expected service for faculty rank as specified in the GSBS P&T Guidelines document.

7 Special assignments that are beyond the rank/level specific service. Determined by the chair in consultation with the faculty member during annual evaluation.

8 Includes activities such as chair, vice chair, associate and assistant dean, and program/institute director .