Faculty Workload Guidelines
Academic Council, 2018

I. Teaching
   • Didactic Instruction
     o Develop, revise and deliver courses/content
       15 contact hours = 4-5%
     o Serve as a course director, coordinator or liaison
       0-10% depending of the size and complexity of the course
   • Mentoring/advising
     o Serve as major advisor/mentor for graduate student dissertation or thesis
       5-10%
     o Serve on PhD/MS research committee
       0-5% depending on number of students
     o Professional student advising
       0-10% depending on number of students, required activities

II. Research
   • Funded effort
     o Determined by the commitment to the funding agency
   • Research products (to be developed during the coming year (percent effort determined
     collaboratively between chair and faculty member)
     o Examples include grants, contracts, manuscripts, books, abstracts, posters
   • Administrative tasks associated with research (percent effort determined
     collaboratively between chair and faculty member)
     o Examples include recruiting, training and supervising personnel, maintaining
     o compliance, coordinating research team

III. Service (percent effort no more than 20%)
   • Departmental/school/college committees
   • UNTHSC Committees
   • Professional organization activities
   • Community service (must be related to HSC work)

IV. Clinical
    Patient care responsibilities

V. Administration
    Duties assigned including associate/assistant dean, department chair, program
director, director of clinical education

VI. Development / career progression 5% recommended for all faculty