

## Faculty Workload Guidelines

Academic Council, 2018

### I. Teaching

- **Didactic Instruction**

- Develop, revise and deliver courses/content  
15 contact hours = 4-5%
- Serve as a course director, coordinator or liaison  
0-10% depending of the size and complexity of the course

- **Mentoring/advising**

- Serve as major advisor/mentor for graduate student dissertation or thesis  
5-10%
- Serve on PhD/MS research committee  
0-5% depending on number of students
- Professional student advising  
0-10% depending on number of students, required activities

### II. Research

- Funded effort
  - 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)
  - Examples include grants, contracts, manuscripts, books, abstracts, posters
- Administrative tasks associated with research (percent effort determined)
  - collaboratively between chair and faculty member)
  - Examples include recruiting, training and supervising personnel, maintaining
  - 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