

## **Faculty Workload Contributions for the Graduate School of Biomedical Sciences**

Each faculty member in the Graduate School of Biomedical Sciences (GSBS) is assigned a workload at the department level. Workload expectations may vary from person to person, among departments, and from time to time. Variability stems from differences in departmental needs, GSBS and UNTHSC mission requirements, the talents, experience, and interests of individual faculty, and the distribution of faculty skills within a department. GSBS faculty workload generally falls into three areas of contribution: teaching, research, and service. Also, individual faculty members may provide clinical practice activity or hold administrative appointments as part of their workload. Some activities fall into more than one category; faculty and department chairs will jointly decide on which area they are designated. Workloads will be determined collaboratively between faculty members and their department chairs for the upcoming year as part of the annual evaluation process. Faculty compliance with their assigned workloads from the previous year will also be assessed.

### **1. Teaching**

- A. Instructional Activities.** A major role of GSBS faculty is to develop and provide instructional activities in courses to GSBS students as well as graduate and professional students in the other schools. Examples of workload calculation considerations include:
- providing development, revision, delivery of courses and associated course materials, or participation in other course activities, and
  - functioning as a course or co-course director.
- Additional workload may be allocated for the development of new courses or portions of new courses, and participation in TBL and IPE activities, based on the time involved.
- B. Mentoring/Advising.** Mentoring a graduate student (i.e., acting as a major professor of graduate or dual degree students) demands a substantial commitment of the faculty. Examples of workload calculation considerations include:
- acting as major advisor/mentor for graduate student dissertation or thesis,
  - serving on graduate student qualifying exam or research committees,
  - providing professional student advising, and
  - mentoring experiential rotations of trainees, including undergraduate, graduate, and professional students and residents.
- C. Rank Appropriate Teaching.** Examples of workload calculation considerations include postdoctoral training, summer student advising, graduate student rotations, medical student research, work-in-progress sessions, journal clubs, serving on graduate qualifying examination committees, faculty mentoring, and other similar activities expected for GSBS faculty at each rank.

### **2. Research**

- A. Funding Activities.** Based on the mission of the GSBS, it is expected non-tenured as well as tenured faculty members will maintain at least 30% support of their annual salary from external funding sources; faculty members on the research track are expected to maintain at least 80% salary support. Examples of workload calculation considerations include:
- providing funded research effort (determined by the commitment to the funding agency),

- performing unfunded and collaborative research efforts,
- preparing progress reports to the funding agencies,
- searching for new funding opportunities, and
- submitting new grant/contract applications.

**B. Scholarly Activities.** Examples of workload calculation considerations include:

- performing research project activities, including preparation and submission of manuscripts for publication, presentation of research abstracts and posters at meetings, and providing other research presentations,
- chairing/moderating/organizing scientific sessions or meetings, and
- providing intellectual property disclosures and applications.

**C. Rank Appropriate Research.** Examples include the development of new ideas (research activities for future grants, acquiring preliminary data for future grants, development of new projects, etc.), collaborative activities, recruiting, training, and supervising non-student laboratory personnel, coordinating a research team and laboratory meetings, maintaining compliance (e.g., IRB, animal studies, IBC, CITI training, ethics, T&E reporting, etc.), and other activities expected for GSBS faculty at each rank.

### 3. Service

**A. Rank Appropriate Service.** All GSBS faculty members are expected to participate as active service providers to the department, school, university, and greater community.

Examples of workload calculation considerations include:

- serving on department, GSBS, and UNTHSC committees and task forces,
- participating in professional organization activities,
- reviewing activities of grants and manuscripts, and
- providing community service related to UNTHSC work.

**B. Special Service Activities.** The department chair may determine workload consideration for special assignments that are beyond the rank/level specific service in consultation with a faculty member.

For each of the service activities, the workload devoted will vary among faculty. However, service activities are generally not expected to exceed 20% workload for this category.

### 4. Clinical

For those GSBS faculty with patient care responsibilities associated with UNTHSC, an appropriate workload contribution will be determined by the department chair based on duties and time commitment considered.

### 5. Administrative

For those GSBS faculty who hold administrative appointments such as department chair, assistant or associate dean, or program director, an appropriate workload contribution will be determined by their supervisor based on duties and time commitment.

Duties/Assignments	Workload	Annual FTE
<b>1. Teaching</b>		
<b>A. Instructional Activities</b>	15 contact hours = 4 - 5%	
course/codirector/liaison/coordinator		
develop/refresh/deliver (online and face to face)	0 - 10%	
lecturing		
lecture prep		
exams: practical, prep, writing test questions		
elective/non-elective courses: honors, etc.		
laboratory teaching/prep		
<b>B. Mentoring/Advising</b>		
1:1 mentoring of graduate students	5 - 10%	
Ph.D. and M.S. advisory committee	0 - 5%	
student advising	0 - 10%	
<b>C. Rank Appropriate Teaching</b>		
postdoctoral training		
summer student advising		
graduate student rotations		
medical student research		
directing work-in-progress sessions and journal clubs		
serving on graduate qualifying examination committees		
faculty mentoring		
<b>2. Research</b>		
<b>A. Funding Activities</b>	1) funded effort determined by the commitment to the funding agency	
searching for funding opportunities		
grants/contracts submitted		
grants/contracts funded		
preparing progress reports for funding agencies		
<b>B. Scholarly Activities</b>	2) research products (to be developed during the coming year -percent effort determined collaboratively between the department chair and faculty member)	
manuscripts/abstracts/books/presentations/posters submitted		
manuscripts/abstracts/books/presentations/posters accepted or presented		
chairing/moderating/organizing scientific sessions or meetings		
intellectual property disclosures and applications		
<b>C. Rank Appropriate Research</b>	3) responsibilities associated with research (percent effort)	
recruiting, training, managing research personnel		
reviewing and reading scientific literature		

designing, planning, and conducting experiments and studies  
 coordinating efforts of the research team  
 laboratory meetings  
 justifying and purchasing research supplies and equipment  
 graphing and analyzing data  
 performing statistical analysis  
 creating figures and tables  
 meeting with research collaborators  
 maintaining compliance (e.g., IRB, animal studies, IBC, CITI training, ethics, T&E reporting, etc.)  
 creating/managing budgets for grants and contracts

determined collaboratively between the department chair and faculty member)

---

**3. Service**

**A. Rank Appropriate Service Activities**

department committees  
 UNTHSC committees  
 professional organizations  
 community service (work-related)

variable; negotiated with the department chair based on the scope of activity

no more than 0.2 FTE for service

**B. Special Service Activities**

consideration provided for special assignments

---

**4. Clinical**

patient care responsibilities

variable; negotiated with the department chair based on the scope of activity

---

**5. Administrative**

roles may include associate/assistant dean, department chair, program director, etc.

variable; negotiated with the department chair or dean based on the scope of activity

---