

UNT System College of Pharmacy Department of Pharmacotherapy and Department of Pharmaceutical Sciences Faculty Workload Guidelines

For instances where percent workload is not specified or is specified as a range, the percent workload will be determined collaboratively between the faculty member and chair.

TEACHING

- Didactic instruction in classroom and laboratory (15 contact hours = 4-5%)
 - For development, revision, delivery of courses and associated materials (e.g., assessments)
 - For laboratory courses where students are divided into sections and the same content is delivered in multiple sections, the above formula should be used based on the initial delivery only with an adjustment for the additional contact hours involved with subsequent sections.
- Serve as a course or co-course director 5-10% depending of the size and complexity of the course
- Serve as a lab or recitation instructor
- Additional workload should be allocated for development of new courses or development of portions of new courses
- Additional workload should be allocated for grading of OSCEs, other class activities and participation in IPE events based on time involved
- Mentoring and/or advising
 - Serve as a major advisor for graduate student dissertation or thesis (5-10% depending on level of student)
 - Serve on a PhD/MS student's research committee (1-5% depending on the number of students)
 - Mentor a PharmD student on a research experience (2-5% depending on the length and complexity of the project)
 - Mentor a PharmD resident or fellow on major research project (2-5% depending on complexity of the project)
 - Mentor an MD student in a longitudinal research experience (2-5% depending on the complexity of the project)
 - Additional workload should allocated for student advising (e.g., student organization advising, service learning activities, etc.)
- Precepting experiential rotations, including PharmD students, residents, and fellows
 - Time spent on journal clubs, topic discussions, presentations, feedback, evaluations and remediation
 - Clinical faculty with precepting expectations: in an effort to be consistent with workload and precepting capacity needs, the expected number of APPE students to precept is 12 students per year

RESEARCH

- Funded effort (determined by the commitment made to the funding agency)
- Research products to be developed during the coming year
 - Grant applications (include number, grant types, funding agency targets, etc.)
 - Contract executions
 - Manuscripts (specify manuscript type, e.g., peer-reviewed original research article, peer-reviewed review article, etc. and role, e.g., co-author or corresponding author)
 - Books (specify role, e.g., chapter author, editor, etc.)
 - Abstracts and posters (specify number and meeting)
- Recruiting, training, and supervising non-student laboratory personnel
- Recruiting, training, and supervising pharmacy residents
- Coordinating research team

CLINICAL

- Time devoted to clinical pharmacy practice responsibilities (does not include precepting activities such as journal clubs, topic discussions, student feedback and evaluations)
- Activities included in clinical pharmacy practice may include, but are not limited to:
 - Direct patient care activities
 - Documentation of patient care activities
 - Service line development
 - In-service development and presentation
 - Service on clinical committees
 - Development of treatment protocols, policies, and procedures
 - Team approach to precepting at clinical practice site
 - Clinical leadership and administration
 - Supervising pharmacy students, residents, and fellows in the delivery of clinical services
- Clinical faculty with precepting expectations: in an effort to be consistent with workload and precepting capacity needs, the expected number of APPE students to precept is 12 students per year
 - 1 Resident = 1 APPE

SERVICE

- No more than 20% effort
- Department and SCP committees and task forces
- UNTHSC committees

- Interviewing prospective students
- Participation on Admissions Review Team
- Professional organization activities
- Serving as Residency Program Director or Residency Program Coordinator (5%)
- Community service related to HSC work

ADMINISTRATION

- Duties associated with the following roles
 - Assistant or Associate Dean
 - Department Chair
 - Department Vice-Chair
 - Curriculum Director
 - Experiential Education Director