

Department of Biomedical Sciences

Faculty Workload Policy

Introduction: This document describes guidelines for the workload policy for *faculty members* in the Department of Biomedical Sciences to: 1) help assure that the department can fulfill its role in the broader mission of the College of Medicine and East Tennessee State University; and 2) help assure that faculty can successfully advance their careers at ETSU. The document was developed pursuant to the policies and guidelines of the Tennessee Board of Regents (<https://policies.tbr.edu>), the ETSU Faculty Handbook (<http://www.etsu.edu/senate/facultyhandbook/>), the proposed guidelines for Promotion and Tenure in the DBMS ([adopted by the faculty on 24 May 2012](#)), and the guidelines from the departmental Teaching / Course Direction Workload Subcommittee Report ([17 April 2014](#)). Once adopted by the faculty, this workload policy will be periodically reviewed (at least every five years) by the faculty and updated if necessary as set forth in the Faculty Handbook.

In developing this document, we are mindful of the fact that the chair of the department, in consultation with the faculty, has the responsibility to approve individual faculty workloads. We also recognize that determining an appropriate workload for an individual faculty member requires consideration of the particular strengths, interests and career goals of that individual. As stated in the Faculty Handbook, “... a uniform approach to determining faculty workload... within a department will rarely be productive”.

Total Workload: Workload in the DBMS reflects the full-time equivalent status of an ETSU faculty member with a 12-month appointment. Full time faculty members are required to work a minimum of 37.5 hours per week. Faculty members with dual appointments (e.g., DBMS and VAMC) have working hours defined by a memorandum in consultation with both entities. Workload is reported on the Faculty Activity Plan (FAP) and Faculty Activity Report (FAR) as a percentage of effort in each of the areas of Teaching, Research and Service with total effort as 100%.

Individual Faculty Workload: Faculty members, working collegially with the chair, develop their workloads within the context of departmental, college and university needs. The individual's workload is documented in the FAP, signed by the individual faculty member and approved by the Chair and the Executive Associate Dean of Academic and Faculty Affairs. Individual workloads are set annually for non tenure-track faculty, who receive renewable contracts. For tenure-track and tenured faculty, individual workloads may be established for a typical period of three to five years. However, since each faculty member is evaluated annually and new opportunities may become available in the areas of teaching, research, and service, faculty workloads may be subject to review and adjustment as reasonable and necessary.

Work Location: Faculty members generally work (i.e., teach, engage in research activities or serve) on campus locations. Work conducted off campus on a regular basis should be documented in a written plan approved by the chair and included in the Faculty Activity Plan or Faculty Activity Report.

Teaching Assignments: While the ultimate responsibility for management and oversight of the medical school curriculum rests with the Medical Student Education Committee, one of the duties of the chair of the DBMS is to insure the delivery of basic science curricular content. To this end, departmental faculty and the chair work collegially regarding specific teaching assignments. When necessary, the chair can assign faculty to teach in areas for which they are qualified. In addition to teaching in the medical school curriculum, DBMS faculty members may teach in the Biomedical Science Graduate Program or in interprofessional courses within the Division of Health Sciences. Since faculty members involved in teaching directly support activities related to institutional accreditation, it is expected that they will provide learners with appropriate feedback on their performance and complete necessary documentation in a timely fashion.

Teaching Workload: In the spirit of the DBMS proposed criteria for promotion and tenure referenced above, a minimum of 20 *contact hours* per year is expected in either a medical school course (may include interprofessional health sciences) and / or biomedical science graduate course. Faculty members may teach less than 20 contact hours per year by agreement with the chair. Teaching workload includes varying preparation time beyond direct course contact hours. In addition, educational administrative roles (e.g. course director), development of new instructional content or new teaching methodologies require time beyond direct contact hours. Teaching in a research setting may be included in a faculty member's teaching workload time under appropriate circumstances (guidance in manuscript and dissertation preparation, guidance in helping students prepare for qualifying exams).

Research Workload: A faculty member should reasonably expect protected time to accomplish defined research goals. Faculty members may demonstrate appropriate research output by: peer-reviewed publications, grants submitted and / or grants funded (see DBMS Guidelines for Promotion and Tenure).

Administrative and Service Workload: should provide identifiable benefit to the department, the College of Medicine, the University, or the Community-at-large.

Workload Review: If a faculty member and his / her chair cannot agree upon an appropriate workload, the faculty member may submit a request for resolution to the Departmental Workload Review Committee. If satisfactory resolution is not reached, a request for resolution can be forwarded to the Faculty Advisory Council. The Faculty Advisory Council will make a recommendation to the Dean, who will inform the faculty member and the chair of his / her decision. If the faculty member is not satisfied with the Dean's decision, he / she may seek guidance from a Faculty Senate Procedural Consultant and, if appropriate, file a complaint or grievance through proper channels. The chair of the Faculty Concerns and Grievances Committee can be contacted for help in identifying the current Faculty Senate Procedural Consultants.

This document was approved by vote of the DBMS faculty on 23 October 2014.