

Department of Family Medicine Faculty Workload Policy
Approved by Faculty Vote December 10, 2014

This is the general statement of the Department of Family Medicine Faculty Workload Policy. Immediate supervisors, with approval of the Department Chair, have the responsibility and authority to assign faculty workloads to fulfill departmental and college programs and Missions.

Total workload: As per the departmental Time Allocation Agreement approved by the faculty in 2007, the average number of hours per work week is 52 hours for full time physician faculty and 45 hours for full time non-physician faculty. Work duties will be assigned by Supervisors and will vary for each faculty member since the department has a wide variety of programs and services that must be staffed.

Leave: Faculty members are expected to take either sick or annual leave time when any regularly scheduled duties must be canceled for personal purposes. Faculty members are expected to complete a written leave request to be approved by their Supervisor in advance of their planned leave, except in cases of illness or emergency.

Work location: Faculty members will be expected to perform their work in their approved office, lab, practice location, or teaching site. All exceptions must be documented in a written plan submitted in advance of the change in work location and approved by the Supervisor and the Department Chair.

Teaching time: Teaching and preparation is an important aspect of the responsibilities of Family Medicine faculty and appropriate time allocations are necessary for teaching preparation and meetings with residents and students. Development of new teaching methodologies or content may require more time and will be negotiated prospectively between the immediate supervisor and faculty member with final approval by the Chair. Additional effort is required for educational administrative roles (e.g. course director, residency program director) beyond the hours they teach and the amount of time required will be negotiated prospectively between the chair and faculty member in compliance with current LCME for the College of Medicine and Accreditation Council for Graduate Medical Education requirements for Family Medicine. Input from the Executive Associate Dean for Academic and Faculty Affairs, the Associate Dean for Biomedical Sciences Graduate Program or the Associate Dean for Graduate Medical Education may be useful in making these determinations in selected cases. Teaching while precepting in a care delivery setting for which a faculty member is billing for patient care services is to be included in the Clinical Care category on the Time Allocation form.

Teaching assignments: The Family Medicine faculty members and the Chair have a responsibility to insure all required curricular content is addressed. Each Supervisor has the authority to assign faculty to teach in any subject area for which they are qualified by their terminal degree, certification, or other demonstrated expertise with assistance from the Director of Graduate Medical Education and the Chair as requested or as needed. Faculty members involved in teaching will support departmental activities necessary to maintain appropriate institutional accreditation. This includes the expectation that faculty members will provide

learners with feedback on performance, assess learner performance, and complete necessary documentation in a timely fashion.

Research/Scholarship time: Research time will be negotiated with the faculty member's immediate supervisor with final approval by the Chair on an annual basis. Faculty members with time committed to research should demonstrate research output such as peer reviewed publications, grants submitted, and grants funded. Faculty members with a high level of research time who fail to demonstrate such productivity may have their percent research effort reduced by their Supervisor and/or the Department Chair. Faculty members with a high level of research time should fund a meaningful portion of their salary from research grants. Faculty members involved in research will support departmental activities necessary to maintain appropriate institutional accreditation.

Administrative and Institutional Service activities: Faculty members engaged in such activities should demonstrate their benefit to the Department of Family Medicine, The College of Medicine, the University and/or the community. This benefit may include the opportunity for the faculty member to exercise their area of expertise, meet a community need, advance the reputation of the university in the community, or provide learning opportunities. The percent effort and type of service must be approved by the Chair.

Clinical care: In general, the percentage of time spent in clinical care will be negotiated annually by the immediate supervisor and the faculty member with final approval by the Chair. Faculty members who provide clinical care are required to ensure coverage of all clinical care activities. Part of this responsibility includes helping with unpredictable changes and circumstances outside the control of the Department or Chair that may occur (departures, illness, weather, etc.). In these situations faculty staffing may require last minute changes in the workload so that all patient care, teaching and other commitments are covered. These faculty workload changes will be made individually at the three clinical sites by the Program Directors. Faculty members involved in clinical care will support departmental activities necessary to maintain appropriate institutional accreditation.

Individual Faculty Workload: Individual faculty workloads should be developed by the faculty member and his/her immediate Supervisor with final approval by the Chair, working within the guidelines set by the department. The workload must be approved by the Chair. The proposed workload should be stated in writing in the annual faculty summary and plan for the next year and be signed by the faculty member, the Chair and the Dean. Faculty workloads will be reviewed annually and reasonable and necessary adjustments may be made at that time to incorporate new opportunities in the areas of teaching, research/scholarship, and service with approval of the immediate supervisor with final approval by the Chair. Final workload review and approval rests with the Chair of the Department of Family Medicine.

Workload Review: If a faculty member, his/her Supervisor and/or Department Chair cannot agree upon a workload assignment the faculty member may submit a request for resolution 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 necessary, pursue relief through appropriate channels. The chair of the Faculty Concerns and Grievances Committee can be contacted for help in identifying the current Faculty Senate Procedural Consultants.