

Department of Academic Affairs, Section of Medical Education Faculty Workload Policy

Introduction:

This document describes guidelines for the workload policy for *faculty members* in the Section of Medical Education 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>), and the ETSU Faculty Handbook (<http://www.etsu.edu/senate/facultyhandbook/>). Once adopted by the faculty, this workload policy will be periodically reviewed 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 Executive Associate Dean of Academic Affairs, 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 Section of Medical Education reflects the full-time equivalent status of an ETSU faculty member. Full time faculty members are required to work a minimum of 37.5 hours per week. Faculty members, in coordination with the Executive Associate Dean of Academic Affairs, develop their workloads within the context of departmental, college and university needs. 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%. 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.

Leave:

Faculty members are expected to take leave time when any regular duties must be canceled for personal purposes. If a faculty member is out of the local area and not available to participate in administrative activity on a regularly scheduled university work day, leave should be taken. Faculty members are expected to complete a written leave request to be approved by the Executive Associate Dean of Academic Affairs in advance of their planned leave.

Work location:

In general, faculty members will be expected to perform their work in their approved office, lab, practice location, or teaching site. Occasionally, faculty members may benefit from working at home, especially when working on lecture and teaching responsibilities (videos, presentations, etc.). The time allowed for this will be reasonable. In addition, the location distance must be reasonable and allow for the faculty to return to his/her office within thirty (30) minutes, if needed. Exceptions occurring on a regular basis should be documented in a written plan approved by the Associate Dean of Academic Affairs.

Teaching time:

Additional time beyond direct contact time is necessary for teaching preparation and meetings with students. Development of new teaching methodologies or content may require more time and will be negotiated prospectively between the Associate Dean of Academic Affairs and the faculty member. Determination of time needed for development of new online courses will be negotiated prospectively between the Associate Dean of Academic Affairs and the faculty member. Additional effort is required for administrative roles beyond the hours they teach and the amount of time required will be negotiated prospectively between the Executive Associate Dean of Academic Affairs and faculty member. Teaching 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 and may not be included in teaching time. Similarly, teaching in a research setting while the faculty member is actively engaged in research will be included in the research category and may not be included in teaching time.

Teaching assignments:

Faculty members and the Executive Associate Dean of Academic Affairs should work collegially regarding specific teaching assignments. Faculty may be asked to teach in any subject area for which they are qualified by their terminal degree, certification, or other demonstrated expertise. Assigning faculty members to teach specific content areas does not represent infringement of a faculty member's academic freedom. 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 and Scholarship time will be negotiated with the Associate Dean of Academic Affairs 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 involved in research will support departmental activities necessary to maintain appropriate institutional accreditation.

Administrative and Institutional Service activities:

Administrative and service activities should provide tangible benefit to 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 Associate Dean of Academic Affairs and faculty member. 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 the Associate Dean of Academic Affairs working within the guidelines set by the Section of Medical Education. The workload must be approved by the Associate Dean of Academic Affairs. The proposed workload should be stated in writing in the faculty activity plan (FAP) for the next year and be signed by the faculty member and the Associate Dean of Academic Affairs. Individual workloads should be set annually for untenured faculty, who receive annual contracts. For tenured faculty, individual workloads should 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/scholarship and service, faculty workloads may be subject to review and adjustment as reasonable and necessary.

Workload Review:

If a faculty member and the Associate Dean of Academic Affairs cannot agree upon an appropriate workload, 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 Associate Dean of Academic Affairs 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.

This document was approved by vote of the Section of Medical Education faculty on **December 1, 2015**