

Department of Surgery Faculty Workload Policy
Quillen College of Medicine
East Tennessee State University

The Department of Surgery Faculty Workload Policy is a modification of the College of Medicine Faculty Workload Policy. It is appropriate for the goals and objectives of the surgical faculty. Individual faculty workload will be assigned annually in discussions with the chairman of the department.

Total workload: The expected minimum number of hours worked per week for ETSU full-time faculty members is 37.5 hours. Faculty members involved in providing patient care services through MEAC or other settings should have an expectation of working more than this based on the clinical service demands. Call responsibilities may require more working hours.

Leave: Faculty members are expected to take leave time when any regular duties must be canceled for personal purposes. If a faculty member is in the local area (within 30 miles of campus), with no assigned duties on a regularly scheduled university work day, and is available to participate in administrative activities as needed, leave is not required. If a faculty member has no assigned duties but 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. This includes those situations in which a work schedule involves working a demanding schedule for a period of time followed by a period of time with no assigned duties. Faculty members are expected to complete a written leave request to be approved by their supervisor in advance of their planned leave.

Work location: In general faculty members will be expected to perform more than 75% of their work in their approved office, laboratory, practice location, or teaching site. Exceptions occurring on a regular basis should be documented in a written plan with the department chair.

Teaching time: Additional time beyond direct contact time is necessary for teaching preparation and meeting with students. More effort is required for course administration by course directors beyond the hours they teach. Teaching in a patient care setting for which a faculty member is billing for patient care services may be included in teaching time determinations but the time should be only for that part spent teaching and not for the time otherwise needed for patient care. Similarly, teaching in a research setting in which the faculty member is actively engaged in research will be credited for the amount of time actually spent teaching and not for the time otherwise needed to conduct the research. Service as a clerkship director for the required clerkship or program director for residency generally represents a 20-25% time commitment.

Teaching assignments: The chair has the authority to assign a faculty 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. Surgical trained faculty will be expected to participate in resident teaching conferences, medical student case-based learning, Grand Rounds, and Morbidity & Mortality conferences. Faculty with a focus on research are expected to

participate in medical and graduate student as well as resident teaching with a time commitment commensurate with their research responsibilities.

Research time: Research time will be negotiated with the chair on an annual basis. Generally, higher levels of research time should be associated with higher demonstrated research productivity. Faculty members with more than 50% of time committed to research should demonstrate research output such as peer reviewed publications, presentations at national and international meetings, grants submitted, and grants funded. Faculty members with a high level of research time who fail to demonstrate such productivity may have their percent of research effort reduced. Faculty members involved in research will support departmental activities necessary to maintain appropriate institutional accreditation.

Service activities: Service activities should provide tangible benefit to the department, the college, the university and/or the community. This benefit may include the opportunity for the faculty member to practice in their area of expertise, serve on committees, meet a community need, advance the reputation of the departments, college and/or university in the community, or provide learning opportunities. Those with high levels of commitment to service should generate revenue related to this service through grants and/or contracts.

Clinical care: In general the percentage of time spent in clinical care will be negotiated annually by the chair and faculty member. As faculty members may provide clinical care in settings not under the control of the university, circumstances may change related to such practice settings which are beyond the control of the faculty member and the chair. These changes may impact other aspects of clinical care and require changes in time allocation. Unpredictable changes (departures, illness, etc.) related to faculty staffing may require changes in the workload for other faculty members to cover patient care commitments. Faculty members involved in clinical care will support departmental activities necessary to maintain appropriate institutional accreditation. All faculty involved in clinical care will attend clinics and hospital wards appropriate for their specialty. Faculty will take call appropriate for their specialty and division.

Individual faculty workload: Individual faculty workload will be developed by the faculty member and his/her chair working within the guidelines set by the department. The proposed workload will be stated in writing in the faculty activity plan for the next year and be signed by the faculty member, the chair and the dean. Individual workloads will be set annually for untenured faculty, who receive annual contracts. For tenured faculty, individual workloads will 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/or service, faculty workloads may be subject to review and adjustments as reasonable and necessary.

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 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 appropriate channels. The chair of the Faculty Concerns and Grievances Committee can be contacted for help in identifying the current Faculty Senate Procedural Consultants.