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POLICY TITLE: Faculty Workload Policy	EFFECTIVE DATE: November 30, 2023 for Implementation July 1, 2024
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(A) PURPOSE

The purpose of this policy is to recognize faculty for their contributions to the mission of the University and to establish a framework through which the Teaching, Research and Service workload is equitably distributed between faculty members in a transparent and consistent manner.


(B) SCOPE

This Policy applies to all types of faculty appointments for tenure, tenure track, or non-tenure track faculty employed by the University. This Policy does not apply to Affiliated or Co-funded faculty, nor does it include faculty members with Adjunct, Intermittent, Research or Visiting appointments. This Policy does not include faculty whose primary role is administrative, specifically faculty who serve in a role as a Vice President, General Counsel, college Dean, or as the Director of a college Center or University Institute (or specifically designated otherwise by the Provost). The workload requirements set forth below are meant to be complementary to and work in coordination with the Faculty Empowerment Plan (FEP), the Faculty Incentive Plan (FIP), the College and University Research Incentive Plan (RIP), and the Annual Performance Evaluation (APE).

(C) DEFINITIONS


Words have their ordinary and widely accepted meaning unless the word or phrase has been assigned a specific meaning within the University Faculty Bylaws, the University Faculty Bylaws Appendices or University policies. The following terms are specific to this policy:

- (1) “Academic Year” for the purposes of this policy, aligns with the fiscal year of the University and commences on July 1 through June 30.
- (2) “Full time” for the purposes of this policy, refers to the expectation that a faculty member works approximately 1,840 hours per year for a 12-month appointment (i.e., a 52-week appointment, exclusive of vacations and holidays, is equal to 46 work weeks per year at 40 hours per week, or 1,840 work hours per calendar year).
- (3) “Research” refers to investigation designed to develop or contribute to generalizable knowledge relating broadly to public health, including behavioral and social-sciences research. The term encompasses basic and applied research and other mission-relevant

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scholarly activities, product development, innovation, entrepreneurship, and commercialization. In the context of this policy, all Research activity should be in alignment with University’s Research Focus Areas.

- (4) “Research-active Faculty” refers to faculty who have satisfied their Research workload and annual performance expectations as described in this policy and established by the Department Chair.
- (5) “Research-inactive Faculty” refers to those faculty who have failed to satisfy their Research workload or annual performance expectations as described in this policy and established by the Department Chair and have consequently been temporarily relieved of their Research workload pending completion of a plan to return to Research-active faculty status.
- (6) “Service” refers to activities that support the University, profession, and the broader community. All Service activity should be in alignment with guidelines as set forth in the Faculty Handbook and University Polices and Faculty Bylaws.
- (7) “Teaching” refers to approved activities involving instructional interactions with students that are consistent with the University’s educational mission and goals. Classroom (including instruction in the simulation center), online, or hybrid instruction all count equally toward workload requirements.
- (8) “Teaching Overload” refers to faculty who exceed the generally prescribed workload requirements for Teaching.
- (9) “Workload” refers to the percentage of assigned effort in the areas of Teaching, Research, and Service. Workloads are based on a full-time 12-month appointment; part-time appointments will be pro-rated, maintaining the allocation percentages as established for full-time faculty. Annual workload may vary by academic year, type of appointment and any administrative service authorized by the President, Provost, or Dean.
- (10) “Workload Substitution” refers to the ability of a faculty to substitute one category of workload for another. Specifically, Research-active tenure track or non-tenure track faculty members who have secured extramural funding with full external salary support may request to substitute their research activities for portions of their Teaching workload, as can faculty who have been assigned significant administrative duties by the Dean or Provost. A workload Substitution can be no more than seventy-five percent (75%) of the

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faculty member’s Teaching workload for the academic year unless recommended by the Dean and approved by the Provost.

(D) POLICY STATEMENT

(1) Annual Workload Distributions


(a) The workload percentages provided herein are determined annually by the Department Chair and approved by the Dean of the college where the Faculty Member has their primary appointment and the Provost. In the case where the Faculty Member’s workload will be distributed across more than one College, the Dean of the college holding the primary appointment must review, and if appropriate, also approve, the distribution and workload percentages outside of the college prior to submission to the Provost. Satisfying workload requirements is a prerequisite to the performance standards established for reappointment, promotion, or tenure. General guidelines for workload distribution include:

- (i) tenured faculty: 40% Teaching, 40% Research, 20% Service;
- (ii) tenure track faculty: 40% Teaching, 50% Research, 10% Service; and,
- (iii) non-tenure track faculty and Research-inactive faculty: 60-80% Teaching, 10-20% Scholarship, 10-30% Service.
- (iv) New tenure track assistant professors will have a fifty percent (50%) teaching workload substitution in the first two (2) years of employment and a twenty-five percent (25%) reduction in year three (3), resulting in the following workload distribution:

(a) Year 1 and 2: 20% Teaching, 70% Research, 10% Service


(b) Year 3: 30% Teaching, 60% Research, 10% Service

(b) Requests for exceptions to the foregoing general guidelines will be

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referred to the Provost for review and determination.

- (c) To the extent a faculty offer letter sets forth Workload distributions different than stated in this policy, the Dean will recommend a revised workload distribution that aligns with the tenets of this policy to the Provost for review and determination.
- (d) Activities eligible for credit under this policy are listed in Appendix A. University-approved committees, along with maximal allowable service credit for each committee, are listed in Appendix B. The Provost must approve any additional activities not listed in Appendix A or any workload credit beyond what is stated in Appendix B.
- (e) Faculty may request a workload substitution, when external funding offsets the Teaching the faculty member ordinarily would have done. The amount of payment must be consistent with the funded salary support. The external funding will be transferred from the Office of Research and Sponsored Programs' grant index to a University personnel index. The substitution in teaching workload for Research-active faculty is limited to no more than seventy-five percent (75%) of the faculty member's teaching effort per Academic Year, unless approved by the Dean and the Provost.
- (f) Tenured or tenure track Research-inactive faculty will have a 60 - 80% teaching workload, with the remainder of their workload allocated to Service, at the discretion of the Department Chair and approval of their Dean and the Provost. Research-inactive faculty may develop a plan in consultation with their Department Chair, which is approved by the Dean and the Provost, to return to Research-active faculty status. The faculty member may return to Research-active status after they receive an APE score of "Meets Expectations" or "Exceeds Expectations" along with the approval of the Dean.
- (g) Tenure track Research-inactive faculty who do not complete a plan to regain Research-active status or who complete a plan but do not achieve an APE research score of "Meets Expectations" or "Exceeds Expectations" after doing so will be moved to part-time employment status commensurate to the reduction of their


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Research workload distribution, or if tenured, addressed in compliance with the post-tenure review process.

- (g) This policy will align with the FEP as well as the FIP and RIP. Adjustments to compensation or workload may occur in the following circumstances:
 - (i) When a faculty member has a Teaching Overload, the Department Chair may recommend a compensation adjustment to the Dean to reflect the faculty member’s increased productivity. Department Chairs will assess both the degree to which the faculty member exceeds teaching workload requirements as well as the quality of their teaching. The amount of proposed compensation adjustment will be discussed with the Provost to ensure equity across all the colleges. Compensation will be from college funds and will be only for the current year. Faculty must qualify each year to receive consideration for additional compensation.

(2) Teaching Expectations and the APE

- (a) High quality education is critical to achieving the University’s mission and, as such, is a requirement of all teaching faculty. Among factors considered to assess teaching quality, student evaluations will comprise at least twenty-five percent (25%) of those factors. Faculty members should have high scores on those evaluations and the preponderance of comments about their teaching should be strongly positive. All faculty are expected to participate in the University’s educational programs through teaching. To maintain teaching privileges, Faculty are required to maintain an APE Teaching component score of “Meets Expectations” or “Exceeds Expectations.”
- (b) Faculty who receive an APE Teaching component score of “Does Not Meet Expectations” will have their teaching responsibilities temporarily suspended and within two (2) months must successfully complete a teaching excellence course designated by the Provost and consult with the Institute for Teaching Excellence on matters related to optimal course content design. After the Director of the Institute for Teaching Excellence


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confirms the successful completion of the teaching excellence course and consultation with instructional design staff, the faculty member may resume teaching duties.


- (c) If a faculty member receives a second teaching score of “Does Not Meet Expectations” on their APE within a three (3)-year period, teaching privileges will be revoked until they are able to complete a comprehensive plan, developed by the department chair and approved by the Dean, to improve their teaching skills, at which time they may request reinstatement of their teaching privileges. The faculty member may regain teaching privileges at the discretion of the Dean following successful completion of all elements of the plan and after a successful, minimum three (3)-month trial period and observation by the department chair.
- (d) Tenured faculty members who have had their teaching privileges revoked will be addressed in compliance with the post-tenure review process. Non-tenure track faculty who have their teaching privileges revoked may have their employment terminated.

(3) Research Expectations and the APE


- (a) All tenure-track and tenured faculty are expected to engage in Research as appropriate for their disciplines and rank to earn distinction in their respective fields. Non-tenure-track faculty are expected to have a Research workload of at least ten percent (10%) which may include scholarship, creative activities, or professional development, unless otherwise excused by the Dean and Provost.
- (b) Research-active faculty are expected to show evidence of peer recognition for their research through some combination of the following activities:
 - (i) an ongoing program of scholarship;
 - (ii) demonstrated track record of grant proposal submissions;
 - (iii) obtaining external grant funding;

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- (iv) dissemination of scholarly contributions in peer-reviewed or other respected academic journals or scholarly books;
 - (v) presenting at scholarly conferences or other public venues at a level that is consistent with expectations for peers at research universities; and
 - (vi) developing a plan for scholarly productivity in the coming year.
- (c) Faculty will be considered “Research-inactive” beginning the semester following any of these occurrences:
- (i) absence of any peer-reviewed publications in the past three (3) years; or
 - (ii) in the absence of external funding, no new applications for external research funding in the past three (3) years; or
 - (iii) a lack of any research presentations (lectures or post presentations) at peer conferences in a three (3) year period; or
 - (iv) the receipt of an APE with a Research component score of “Does Not Meet Expectations” on two (2) evaluations within a three (3) year period.
- (d) Tenure track research-inactive faculty may be moved to part-time employment status equal to their teaching responsibilities. Tenured faculty will be addressed in compliance with the post-tenure review process. Non-tenure track faculty who become research-inactive faculty may have their employment terminated.
- (4) Service Expectations and APE
- (a) The list of approved faculty activities is contained in Appendix A. Approved committees for which faculty can receive service credit, along with maximum allowable credit for each committee, is contained in Appendix B.
 - (b) Department, College, and University Service. For the department to achieve its mission, it is the responsibility of each faculty member to be engaged in service aligned with the University and College missions, regardless of rank. Service includes, but is not limited to:

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- (i) Leading and serving on University committees;
 - (ii) Serving as the official advisor to a student organization;
 - (iii) Participating in self-study or other accreditation processes;
 - (iv) Participating in student recruitment events, student orientation and culminating experiences;
 - (v) Directing educational programs; and
 - (vi) Serving on a dissertation/thesis committee.
- (c) Administrative service. This consists of formal administrative roles authorized or assigned by the Dean, Provost, or President.
- (d) Professional and Community Service. Engagement in professional and community service activities provides benefits far beyond the University and are essential to having a well-developed faculty. Professional and community service does not exempt a faculty member from the requirements to fulfill required University service needs and will only be approved toward service workload if the University needs have first been fulfilled and if such Service supports the University mission. The type and amount of workload credit for such Service will be approved by the Dean and Provost. Professional and community service activities may include, but are not limited to:
- (i) leadership roles in professional organizations related to the faculty members area of scholarly expertise or the university mission;
 - (ii) serving on advisory boards;
 - (iii) serving on journal editorial review boards;
 - (iv) serving on grant review boards or ad hoc peer reviews of articles, books, and grant proposals;
 - (v) participating in student community outreach/engagement events; and

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- (vi) serving on community boards or in other similar roles with mission-aligned organizations.
- (e) Faculty citizenship, as reflected through engagement and collegiality, is an expectation for all faculty members in proportion to their appointment. Faculty citizenship includes, but is not limited to, the following activities:
 - (i) attending all faculty meetings and major university assemblies and ceremonies;
 - (ii) supporting faculty searches; and
 - (iii) engaging in department seminars/colloquia.
- (f) Service obligations require the full participation and attendance of the faculty member assigned to the service role to count toward their service workload. Activities or deviations from the following standards establishing “full participation” must be approved by the Dean and Provost:
 - (i) Attending, and active participation, in at least seventy-five percent (75%) of assigned sanctioned University committee meetings or events (to include dissertation/thesis committees);
 - (ii) as a student organization advisor, meeting at least quarterly with the leaders of an assigned student organization and attending at least seventy-five percent (75%) of organization meetings or events;
 - (iii) attending and participating in at least seventy-five percent (75%) of any assigned self-study or accreditation meetings, activities, or processes;
 - (iv) attending and actively participating in at least seventy-five percent (75%) of all student recruitment events, student orientation events, or student culmination activities, along with attendance at a minimum of two (2) student activity events per year; and

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(v) as an assigned educational program director, attending, leading, and participating in at least seventy-five percent (75%) of program meetings, events, and activities.

(6) Measurement of Workload


- (a) All faculty workload elements are defined in terms of credit hours equivalents with a full-time twelve-month workload minimum equal to thirty (30) credit hours. As defined in state statute, one (1) credit hour equals fifteen (15) contact lecture hours.
- (b) Credit hour equivalents for the expected types of Teaching, Research, and Service commonly performed by faculty are set forth in Appendix A and established utilizing the following guidelines:

Table 1

Activity	Activity Number	Credit hour equivalents earned
Formal Administrative Duties (Ex. Course Director) ¹	1	1 hour = 0.016
Non-Research Scholarly Activity	2	1 hour = 0.016
Faculty Professional Development ^{2,6}	3	1 hour = 0.016
Clinical Practice	4	1 clinic hour = 0.016
Formal Service (includes approved committees) ³	5	1 meeting hour = 0.033
Teaching-Co-Curricular Service ⁴	6	1 hour effort = 0.016
Teaching-Classroom Lecture & Peer Instruction ⁵		
Large Group (40 or more students)	7	1 classroom contact hour = 0.067
Small Group (less than 40 students)	8	1 classroom contact hour = 0.045
Teaching-Lab	9	1 classroom contact hour = 0.033
Teaching-Clinical setting	10	1 classroom contact hour = 0.022
Teaching- Dissertation Advisor (for credit course)	11	1 credit hour = 0.25
Teaching-Independent Study	12	1 hour = 0.016
Teaching -Student scholarship advising/mentor ⁶	13	1 hour = 0.022
Public/professional service ⁷	15	Dean to approve activities, set equivalents

Footnotes:

- 1) Specific duties, cadence: Provost approval
- 2) University approved elective and mandatory training
- 3) Approved university service with defined hours
 - Approved committees listed in Appendix B
 - 0.033 credit hour = 1 meeting hour (0.016) + 1 additional hour (0.017)

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Committee chairs and current approved committee co-chairs multiply their committee credit by 1.2 to account for extra responsibility as chair and co-chair. Any additional co-chair assignments must be approved by the Provost.

- 4) *Single faculty sponsor/advisor for Provost/Student Services approved student groups/events*
- 5) *University For-Credit courses/CME/Certificate programs*
- 6) *Requires Vice President of Research or Provost approval; does not include classroom-related advising*
- 7) *Deans will discuss with Provost to ensure equity across colleges*

(7) Workload Determination Procedures


- (a) The Department Chair will review and determine each faculty member’s workload annually as part of the annual performance review and forward it to the Dean. Modifications to the distribution of effort in the workload assignments will be negotiated with the department chair to be compliant with all University workload policies and approved by the Dean and Provost, then forwarded to Human Resources for processing each year no later than March 1st.
- (b) Special situations including, but not limited to approved sabbaticals and paid leaves will be processed in accordance with University Policy.

(E) PROCESS TO ADDRESS WORKLOAD CONCERNS


- (1) Faculty wishing to discuss concerns regarding their workload assignments should first bring their concerns to the attention of the Department Chair. If unable to resolve at this level, Faculty may bring their concerns to the Dean. Any deviation from the standards in this policy must be approved by the Provost so that there is equity across all colleges. After discussion with the Provost, the decision of the Dean is final.

(F) POLICY COMPLIANCE AND UPDATES

- (1) Individual faculty workloads and instructional responsibilities will be assigned by the Department Chair and reviewed for compliance by the respective Dean who is responsible for monitoring implementation and workload equity throughout the College. All workload expectations will align with the University and college appendices for appointment, promotion and tenure and ensure department productivity, advancement, and mission attainment. Oversight of and compliance with this policy is the responsibility of the Provost, who will work closely with the University Faculty Council to ensure the policy remains reflective of current activities and practices of the University.


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- (2) The Board of Trustees has expressly authorized the President, Provost, and Deans to update this policy as needed to comply with any statutory or University requirements that may be imposed over time.
- (3) Willful failure to comply with workload policy requirements may subject faculty to the disciplinary procedures set forth in Appendix D of the University Faculty Bylaws.


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Appendix A


Approved Faculty Activities for Workload Credit

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Category, activity, and components of activity that may alter activity effort value	Explanations, examples & workload valuation estimates	Credit Hour Equivalents Earned	Activity number in Table 1
I. Teaching			
A. Classroom teaching (includes lecture/online/hybrid)			
1. Classroom contact hours	Instructor-student contact time during scheduled teaching	1 hr = 0.067 (40+ students) 1 hr = 0.045 (<40 students)	7, 8
2. Instructional activity preparation hours	E.g. Lectures, demonstrations, in-class activities, quizzes, discussions, case study presentations, recitations, clicker questions.	Included in classroom contact hours	7, 8
a) new activity (for existing course)	Identifying and obtaining resources, creating content, slides, and other materials, linking material to objectives	Included in classroom contact hours	7, 8
b) significant revision of existing activity	Evaluating updated resources or quality improvement feedback, updating content, slides, and other materials	Included in classroom contact hours	7, 8
c) review of existing activity	Reviewing existing material with minor or no changes	Included in classroom contact hours	7, 8
3. Assessment development			
a) New item creation	Writing new assessment items, mapping assessment items to learning objectives and other curricular outcomes, evaluating assessment item performance.	1 hr = 0.016	2
b) Assessment development: item revision	Revising existing assessment items and evaluating performance	1 hr = 0.016	2
c) Assessment development: item selection	Selecting assessment items and ensuring they map to learning objectives; evaluating assessment item performance	1 hr = 0.016	2

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4. Grading with individualized feedback	<i>(Does not apply to automated Testing Center grading)</i>		
a) Self-directed learning assignments/open ended essay responses	Effort based on hours spent grading	Included in classroom contact hours	7, 8
b) Project reports	Effort based on # of students or hours spent grading	Included in classroom contact hours	7, 8
c) Presentations	Effort based on # of students or hours spent grading	Included in classroom contact hours	7, 8
5. Course content leads: <ul style="list-style-type: none"> • Thread leaders • Module content experts 	Designated content expert that manages planning and delivery of topic-relevant material within or across longitudinal curriculum. E.g. threads: opioid use disorder, evidence based medicine; End of Life care; interprofessional education activities; modules: anatomy content experts	Included in classroom contact hours	7, 8
B. Wasson teaching			
1. Preparation for Wasson session	Development of materials for students, faculty, and patients that are unique for every Wasson session; patient training	Included in teaching-lab contact hours	9
2. Wasson contact hours	Instructor-student contact time during scheduled teaching	1 lab hr = 0.033	9
3. Grading Wasson activities		Included in teaching-lab contact hours	9
C. Laboratory teaching			
1. Preparation for lab session	Hours spent preparing and setting up specimens, materials, simulations, or interactions	Included in teaching-lab contact hours	9

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2. Lab contact hours	Instructor-student contact time during scheduled teaching	1 lab hr = 0.033	9
3. Grading		Included in teaching-lab contact hours	9
Lab prosection		1 hr = 0.016	9
D. Teaching-Clinical setting			
1. Precepting students			
a) Observation of clinical rounding only		1 contact hr = 0.022	10
b) Patient review and clinical instruction		1 contact hr = 0.022	10
c) Assessment of patient case presentations		1 contact hr = 0.022	10
E. Teaching-Project Advising (3 credit hour maximum/year for active documented advising time)			
1. Doctoral dissertation advising (primary advisor)		0.25 for every course credit hour	11
2. Masters thesis advisor (primary advisor)		1 hour = 0.022	13
3. Graduate research rotation advisor		1 hr = 0.022	13
4. Independent Study advisor		1 hr = 0.016	12
5. Summer research fellowship advisor	Limited only to active documented advising time	Credit for NEOMED students <u>only</u> 1 hr = 0.022	13
6. Professional development advising (PDAT)		1 hr = 0.022	13
7. Undergraduate research mentorship	For non-NEOMED undergraduate students enrolled at affiliated universities or in NEOMED pipeline or STEM programs	1 hr = 0.016 (max 1 credit hour/yr) No credit for high school students	13
8. Medical student coaching program advisor		1 hr = 0.022	13

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9. Academic Success Team		1 hr = 0.033	5
10. Honors thesis advising (non-NEOMED students)		No credit	
11. Precepting for capstone projects within graduate or certificate programs	E.g. Masters of Public Health (MPH), modern anatomical sciences Masters program	1 hr = 0.022	13
12. Asynchronous course-related student interactions		1 hr = 0.016	
F. Teaching-Co-Curricular Service			
1. Student Organization Adviser			
a) Hours spent on administrative tasks	Adding/processing new members, assisting with applications, corresponding with Student Affairs office	1 hour = 0.016	6
b) Attending organization meetings and/or events		1 hour = 0.016	6
2. Advising/mentoring students within Healthcare Pathway programs	e.g., Rural Pathway in COM	1 hr = 0.022	13
G. Course directorships			
1. Primary course directorship	Includes administrative duties involved in the planning, maintenance, and oversight of an entire course.	1 hour = 0.016	1
2. Co- or assistant course directorship	Can be defined in two ways: assisting primary course director with limited aspects of class or equally sharing responsibilities	1 hour = 0.016	1
3. Lab directorship	Planning and overseeing lab activities and faculty/staff involved in these sessions	1 hour = 0.016	1
4. New course development	Scheduling, organizing and proposing a new course that is approved at college and registrar level	1 hr = 0.016	2

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5. Training and management of teaching assistants		1 hr = 0.016	2
6. Journal Club presentation preparation / delivery		1 hr = 0.016	2
7. Course director academic advising		1 hr = 0.016	1
II. Non-Research Scholarly Activity: Activities should be discipline-appropriate and in alignment with relevant tenure or non-tenure track & promotion expectations for non-research scholarly activity, thus no itemization is provided. Credit for time spent doing research is fully awarded based on tenure status and time at the university as reflected in section D (1) (a). Example: 40% of tenured faculty time is for research. 1840 hrs/year x .40 = 736 hrs/yr credit for research. 736 hrs/yr x 0.016 credit hours/hr = maximum 11.78 credit hours/year for research			
1. Non-Research Scholarly Activity		1 hr = 0.016	2
III. Service to the university/college <i>*Approved committees are listed in Appendix (2), along with maximal allowable hours</i>			
1. Participation on standing or ad-hoc committees, Task Forces, Workgroups, or Subcommittees		Must be listed in appendix (B)	
a) Chair or co- chair credit	Co-chairs must be approved by cognizant dean and provost	# total committee credit hours x 1.2	5
b) Hours spent completing committee projects outside of scheduled meeting time		Included in meeting hours credit	5
c) Hours spent reviewing key background materials in preparation of meeting		Included in meeting hours credit	5
d) Meeting hours		1 meeting hour = 0.033	5
2. Admissions interviews		1 meeting hr = 0.016	5
3. Accreditation site visit activities			
a) Meeting hours with accreditation team		Per dean and provost	15

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b) Hours spent in preparation for accreditation site visit		Per dean and provost	15
4. Membership (non-advisor role) on dissertation committees including doctoral candidacy, prospectus, and defense			
a) Hours spent reading/preparing for meeting	Reading and editing dissertation document and generating examination questions for meeting	Included in meeting hours credit	5
b) Meeting hours		1 mtg hr = 0.033	5
5. Membership (non-advisor role) on thesis committees including masters prospectus, defense			
a) Hours spent reading/preparing for meeting	Time spent reading and editing thesis document and generating examination questions for meeting	Included in meeting hours credit	5
b) Meeting hours		1 mtg hr = 0.033	5
6. Participation in University-run clinics		1 clinic hr = 0.016	10
Body Donation Program advising		1 hr = 0.016	5
7. Participation in student recruitment pipeline programs		Per dean and provost	15
8. Participation in other mission-relevant outreach activities		Per dean and provost	15
College Search Committee participation		1 hr = 0.033	5
College Faculty Promotion Review Workgroup		1 hr = 0.033	5
Early Assurance Advisory Committee		1 hr = 0.033	5
Admission Committee candidate file reviews		Average 4 files per hour 1 hr = 0.016	5
College Program Review Committee		1 hr = 0.033	5
IV. Public/professional service			
1. Participation in professional organization events and activities	Must be related to university mission (as determined by dean and provost)	Per dean and provost	15

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2. Leadership positions in professional organizations	Must be related to university mission (as determined by dean and provost)	Per dean and provost	15
3. Community leadership related service (NEOMED mission-related)	Must be related to university mission (as determined by dean and provost)	Per dean and provost	15
4. Participation in community engagement events (NEOMED mission-related)	Must be related to university mission (as determined by dean and provost)	Per dean and provost	15
5. Serving on grant review panels or study sections for funding agencies	Must be related to university mission (as determined by dean and provost)	Per dean and provost	15
6. Performing manuscript review for refereed journals	Must be related to university mission (as determined by dean and provost)	Per dean and provost	15
7. Serving as editor for refereed journals	Must be related to university mission (as determined by dean and provost)	Per dean and provost	15

V. Administrative Duties/Roles

V. Administrative Duties/Roles			
1. Assistant/Associate/Vice deanships		Per dean and provost	15
2. Department chairships/vice chairships		Per dean and provost	15
3. Research focus area directorships		Per dean and provost	15
4. Research core management and skills training		Per dean and provost	15
5. Graduate Program Directorships		Per dean and provost	15
6. Residency Directorships		Per dean and provost	15
7. Other directorships (various college-level director appointments)		Per dean and provost	15
8. New business development director roles		Per dean and provost	


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VI. Faculty Professional Development			
1. Participation in continuing education activities to maintain clinical certifications		1 hr = 0.016	3
2. Attending professional organization meetings	Must be related to university employment and mission	1 hr = 0.016	3
3. Attending professional development workshops		1 hr = 0.016	3
4. Participate in Center for Teaching Excellence		1 hr = 0.016	3
5. Attending VITALS program		1 hr = 0.016	3
6. Participation in Academic Impressions programming		1 hr = 0.016	3
VII. Citizenship credit			
1. Participation in NEOMED academic conferral ceremonies	White Coat Ceremony, Commencement	Expected citizenship	
2. Participation in NEOMED award ceremonies	Faculty & staff; student awards	Expected citizenship	
3. Participation in College, Department and Programmatic Meetings		Expected citizenship	
4. Attending university updates		Expected citizenship	
5. Assisting with Faculty/staff job candidate evaluations	Participating in interviews, attending applicant seminars/presentations, and completing written evaluations	Expected citizenship	
6. Participation in student activities	4 to 5 activities per year	Expected citizenship	
7. Participation in NEOMED affinity groups		Expected citizenship	


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Appendix B


University Approved Committees

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<u>COMMITTEE NAME</u>	<u>COMMITTEE TYPE</u>	<u>2022/2023 Meeting Frequency</u>	<u>2022/2023 Meeting Duration (in hours)</u>	Workload Calculation: <u>COMMITTEE MEMBER</u>	Workload Calculation: <u>COMMITTEE CHAIR</u>
Academic Management Partnership (AMP)	University Standing Com	11	1.5	0.5445	0.6534
Alpha Omega Alpha (AOA) Selection Committee	COM Awards	8	1	0.264	0.3168
American Association of Colleges of Pharmacy (AACP) Delegates	COP Accreditation	5	4	0.66	0.792
Basic and Translational Biomedicine (BTB) Advisory Committee	COGS Standing Com	3	1	0.099	0.1188
Biomedical Sciences (BMS) Program Committee	COGS Standing Com	3	1	0.099	0.1188
Certified Anesthesiologist Assistant (CAA) Advisory Committee (MMScA)	COGS Standing Com	3	1	0.099	0.1188
COGS Appointments and Promotions Committee	COGS Standing Com	3	1	0.099	0.1188
COGS Committee on Academic and Professional Progress (COGS CAPP)	COGS Standing Com	5	1.5	0.2475	0.297
COGS Program Director Meeting	COGS Standing Com	12	1	0.396	0.4752
COGS Staff Meeting	COGS Administration	45	1	1.485	1.782
COGS/COP CAPP Executive Review	COGS Standing Com	2	1	0.066	0.0792
COM Admissions Committee (Does not include file review time)	COM Standing Com	12	3	1.188	1.4256
COM Clinical Curriculum Subcommittee	COM Curriculum	12	2	0.792	0.9504

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COM Committee on Academic and Professional Progress (COM CAPP)	COM Standing Com	14	4	1.848	2.2176
COM Committee on Academic and Professional Progress Executive Review	COM Standing Com	2	1	0.066	0.0792
COM Continuous Quality Improvement Committee	COM Standing Com	12	1	0.396	0.4752
COM Curriculum Committee	COM Standing Com	12	2	0.792	0.9504
COM Curriculum Committee Leadership Team	COM Administration	12	1	0.396	0.4752
COM Curriculum Evaluation Subcommittee	COM Curriculum	12	1	0.396	0.4752
COM Dean’s Advisory Group	COM Standing Com	12	2	0.792	0.9504
COM Faculty Forum	COM Standing Com	12	1	0.396	0.4752
COM Nominating and Membership Committee	COM Standing Com	1	2	0.066	0.0792
COM Non-tenure Track Faculty Appointments and Promotions Committee	COM Standing Com	7.5	1	0.2475	0.297
COM Pre-Clinical Curriculum Subcommittee	COM Curriculum	24	1.5	1.188	1.4256
COM Scholarship Day Planning Committee	COM Scholarship	12	1	0.396	0.4752
COM Task Forces/Working Groups of the Curriculum Committee or Subcommittees (see notes below)	COM Curriculum	10	1.5	0.495	0.594

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Community Service Award Committee	Institutional Award	1	1	0.033	0.0396
COP Admissions Committee (Does not include file review time)	COP Standing Com	30	0.5	0.495	0.594
COP Best Practice for In-Course Assessment Subcommittee	COP	2	1	0.066	0.0792
COP Calculations Subcommittee	COP	2	2	0.132	0.1584
COP Committee on Academic and Professional Progress (COP CAPP)	COP Standing Com	10	4	1.32	1.584
COP Curriculum Committee	COP Standing Com	12	2	0.792	0.9504
COP DEI-Admissions Subcommittee	COP	10	1	0.33	0.396
COP DEI-Curriculum Subcommittee	COP	10	1	0.33	0.396
COP DEI-Outcomes Assessment Subcommittee	COP	10	1	0.33	0.396
COP Diversity Equity and Inclusion Committee	COP Standing Com	10	1	0.33	0.396
COP Mentorship Committee	COP Student Support	12	1	0.396	0.4752
COP Non-tenure Track Appointment and Promotion Committee	COP Standing Com	5	2	0.33	0.396
COP Outcomes Assessment Committee	COP Standing Com	12	2	0.792	0.9504
COP Preceptor Advisory Steering Committee	COP Faculty	12	1	0.396	0.4752

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COP Section Leads	COP Faculty	12	2	0.792	0.9504
COP Student and Faculty Awards Committee	COP Standing Com	4	2	0.264	0.3168
COP/COGS CAPP Executive Review	COP Standing Com	3	1	0.099	0.1188
Educational Resources and Software Advisory Committee (ERC)	Univ Resources	4	1.5	0.198	0.2376
Exceptional Employee Experience	Strategic Initiative Fund	6	1	0.198	0.2376
Exceptional Student Experience (Curriculum Team)	Strategic Plan	24	1	0.792	0.9504
Exceptional Student Experience (Services Committee)	Strategic Plan	7	1	0.231	0.2772
Exceptional Student Experience (Steering Committee)	Strategic Plan	12	1	0.396	0.4752
Faculty Exceptional Experience Group (EEG)	University Faculty Council	6	1	0.198	0.2376
Foundations of Medicine (MFM) Advisory Committee	COGS Standing Com	3	1	0.099	0.1188
Global Health Innovation (GHI) Advisory Committee	COGS Standing Com	3	1	0.099	0.1188
Graduate Faculty Council	COGS Standing Com	12	1	0.396	0.4752
Honorary Degree Committee	Board of Trustees	1	1	0.033	0.0396
Institutional Animal Care and Use Committee	Institutional Compliance	10	2	0.66	0.792

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Institutional Biosafety Committee	Institutional Compliance	4	1	0.132	0.1584
Institutional Hazardous Material & Laboratory Safety Committee	Institutional Compliance	1	1	0.033	0.0396
Institutional Review Board	Institutional Compliance	4	1	0.132	0.1584
Interprofessional Education Faculty Working Group	IPE	12	1	0.396	0.4752
Junior Faculty Award Committee	Institutional Award	1	1	0.033	0.0396
Leadership Advisory Committee (MLHSS)	COGS Standing Com	3	1	0.099	0.1188
Liebelt-Wheeler Award Committee	Institutional Award	1	1	0.033	0.0396
Mary Jane Kelly Award Committee	Institutional Award	1	1	0.033	0.0396
Master of Public Health (MPH) Admissions Committee	COGS MPH Program	4	2	0.264	0.3168
Master of Public Health (MPH) Curriculum Committee	COGS MPH Program	3	1.25	0.12375	0.1485
Master of Public Health (MPH) Faculty Appointments and Development Committee	COGS MPH Program	1	1	0.033	0.0396
Master of Public Health (MPH) Fiscal Issues Committee	COG MPH Program	1	1	0.033	0.0396
Master of Public Health (MPH) Governing Council	COG MPH Program	3	1.5	0.1485	0.1782

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Master of Public Health (MPH) Office of Public Health Practice	COG MPH Program	2	1.5	0.099	0.1188
Master of Public Health (MPH) Program Coordinating Council	COG MPH Program	12	1	0.396	0.4752
Medical Ethics and Humanities (MEH) Advisory Committee	COGS Standing Com	3	1	0.099	0.1188
NEOMED CARE Team	Public Safety/Mental Health	12	1	0.396	0.4752
NEOMED Student Council	Student Services	12	3	1.188	1.4256
Olson-Blair Award Committee	Institutional Award	1	0.5	0.0165	0.0198
Outstanding Faculty Research Award Committee	Institutional Award	1	1	0.033	0.0396
Pharmaceutical Sciences Search Committee	COP Recruitment	5	1.5	0.2475	0.297
Pharmacy Executive Committee	COP Standing Com	25	1	0.825	0.99
Pharmacy Practice Scholarship Committee	COP Scholarship	12	1	0.396	0.4752
Pharmacy Practice Search	COP Recruitment	12	1	0.396	0.4752
Pharmacy Skills Assessment	COP Clinical Skills	12	2	0.792	0.9504
RADAR Report	Student Services	12	1	0.396	0.4752
Radiation and Laser Safety Committee	Institutional Compliance	4	1	0.132	0.1584

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SOAR LLC Board of Directors	SOAR	4	1	0.132	0.1584
Strategic Interprofessional Education Advisory Coalition	IPE	4	1	0.132	0.1584
Student Conduct Hearing Board	Student Services	9	1	0.297	0.3564
Student Curriculum Council (Medicine)	COM Student Committee	9	2	0.594	0.7128
Student Curriculum Council (Pharmacy)	COP Student Committee	9	1	0.297	0.3564
Student-Run Free Clinic (SOAR)	SOAR	9	1	0.297	0.3564
Tenure Advisory Committee	Faculty	3	2	0.198	0.2376
University Bylaws Committee	Univ Standing Com	5	1	0.165	0.198
University Curriculum Quality Collaborative	Strategic Plan	4	2	0.264	0.3168
University Diversity Council	Univ Standing Com	4	1	0.132	0.1584
University Faculty Council (UFC)	Univ Standing Com	12	1.5	0.594	0.7128
University Faculty Council Task Forces (see notes below)	University Faculty Council	2	1	0.066	0.0792
University Mental Health Committee	Univ Standing Com	12	1	0.396	0.4752
University Nominating and Membership Committee	Univ Standing Com	4	1	0.132	0.1584
University Research Council	Univ Standing Com	5	1	0.165	0.198
University Scholarship and Awards Committee	Univ Standing Com	5	2	0.33	0.396

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University Strategic Plan Lead Team	Strategic Plan	24	2	1.584	1.9008
University Strategic Plan Pillar Lead Meetings	Strategic Plan	12	1	0.396	0.4752
University Student Accessibility Services Committee	Univ Standing Com	4	2	0.264	0.3168
University Tenure and Promotions Committee	Univ Standing Com	3.5	2	0.231	0.2772

Notes:

- 1) Current co-chairs of a committee may use the same service calculation as that for chairs.
- 2) Task Forces of the University Faculty Council must be chartered and approved by the Provost.
- 3) College task forces or ad hoc committees must be approved by the Dean.
- 4) College committees that have meetings outside the normal schedule must be approved by the Dean.
- 5) Committees not appearing should be recommended to the Provost for approval.