

**Administrative Effort Assignment
College of Dentistry 2021**

| Appointment Title | Baseline Effort \pm any increase | Comments |
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| Faculty Member | 0-5% | Any administrative assignment for a faculty member that is not accompanied by an administrative title, such as those below, must be assigned specifically by the department chair and the administrative effort may not exceed 5%. |
| Division or Program Director | 10 - 30% | See below for determination of range. May not exceed 30% under any circumstances. |
| Department Chair | 15 - 30% | See below for determination of range. May not exceed 30% under any circumstances. |
| Residency Director | 10 - 30% | See below for determination of range. May not exceed 30% under any circumstances. |
| Clinical Director | 20 - 30% | See below for determination of range. May not exceed 30% under any circumstances. |
| Assistant / Associate / Executive Associate Deans | High variability | Administrative effort assignment is based on assigned duties and hours per week expected to complete assignments. The dean determines the specific amount of administrative effort for each role. |
| Dean | May approach 100% | Administrative percent assignment dependent on negotiations with Chancellor regarding additional activities such as research and/or clinical care |

Division Director or Program Director:

- Each DD or PD is assigned 10% administrative effort.
- For programs with more than 12 faculty, add 10%.
- For divisions with a substantial number of additional responsibilities, add 10%.

Department Chair:

- Each DC is assigned 15% administrative effort.
- For departments with more than 12 faculty, add 10%.
- For departments with a practice component, add 5%.

Residency Director:

- Each RD is assigned 10% administrative effort.
- If the residency is based in the Dunn building, no additional administrative effort is assigned.
- If the residency is hospital-based and a 7 days/week residency, add 10%.
- For residencies with more than 6 faculty or 8 residents, add 10%.

Clinical Director:

- Each CD is assigned 20% administrative effort.
- For clinics that require coordination across educational programs and among several departments, add 10%.