

**College of Nursing  
Administrative Effort Assignment  
February 26, 2021**

**Effort Categories**

*Service (administration):*

Dean; Executive Associate, Associate, and Assistant Dean; Chair; Program Director; Concentration and Assistant Concentration Coordinator; Additional Duty Assignment

*Research:*

Projects, grants, and communication preparation

*Instruction:*

Any student contact, directing student research, student-faculty committees, lecture and seminar presentations

*Clinical:*

Any clinical or practice services or consultations for humans

The chart depicts the options available for appropriate faculty administrator appointments for each role.

<b>Appointment Title</b>	<b>Baseline Effort</b>	<b>Comments</b>
Faculty	0%	Additional administrative effort assigned by the Chair as necessary. Not to exceed 10% without permission of the Chair and Dean.
Program Directors	20 – 50%	May not exceed 20% without approval by the Chair and Dean.
Concentration Coordinators	15%	May not exceed 15% without approval by the Chair and Dean.
Assistant Concentration Coordinator	5%	May not exceed 10% without approval by the Chair and Dean.
RN-BSN Program Coordinator	5%	May not exceed 10% without approval by the Chair and Dean.
Department Chair	50 – 60%	Administrative effort cannot exceed 60% without Dean's approval.
Assistant Deans	20 – 50%	Administrative effort cannot exceed 50% without the Dean's approval.
Associate Deans	20 – 80%	Administrative effort cannot exceed 80% with the Dean's approval.
Executive Associate Deans	20 – 80%	Administrative effort may near 80% with the Dean's approval.
Dean	100%	Administrative effort may near 100%.

**Administrative Data for the College of Nursing Administrators:**

<b>Title</b>	<b>Percent Effort Administrative</b>
<b><u>Associate Vice Chancellor</u></b> Cynthia Russell	100%
<b><u>Dean</u></b> Wendy Likes	100%
<b><u>Chair</u></b> Mona Wicks	50%
<b><u>Program Director</u></b> Carolyn Graff	50%
<b><u>Faculty</u></b> Donna K. Hathaway Margaret T. Hartig	None* None**

*\*Note.* Has submitted and we have accepted an email indicating that Dr. Hathaway will officially retire the first week in January 2020. Dr. Hathaway has been in contact with Human Resources. *\*\*Dr. Hartig does not have an administrative assignment. The College of Nursing lists administrative effort as service.*