

**UTHSC College of Pharmacy
Guidelines for Administrative Effort Assignments**

Position Title and Area of Responsibility for Administrators

<u>Position Title</u>	<u>Area of Responsibility</u>
Dean	College
Associate Dean	College
Assistant Dean	College
Chair	Department
Vice-Chair	Department
Director	College or Department

Administrative Effort Assignment

<u>Administrative Title</u>	<u>Effort *</u>	<u>Comments</u>
Director	10-80%	Commensurate with size and scope of duties
Vice Chair	10-30%	Commensurate with size and scope of duties
Chair	40-60%	Commensurate with size and scope of the department
Assistant Dean	15-70%	Assignment by the Dean commensurate with duties
Associate Dean	30-80%	Assignment by the Dean commensurate with duties
Dean	100%	Assignment by the Chancellor

* Guideline for expected effort involving administrative duties of faculty members.

3/01/2021