

**College of Graduate Health Sciences  
2024 Administrative Effort Assignment**

**Effort Categories**

*Service (administration):*

Dean, Associate or Assistant Dean, Chair or Vice-Chair, Service Unit Director, Program or Track Director, College committee chair or member, special service or additional duty assignment, community engagement

*Research:*

Projects, grants, and communication preparation

*Instruction:*

Any student contact, directing student research, student faculty committees, seminar presentations

*Clinical:*

Any services or consultations for human and non-human subjects

**Administrative Effort Assignment**

<b>Appointment Title</b>	<b>Baseline Effort</b>	<b>Comments</b>
Faculty	5%	Additional administrative effort is assigned by chair, as necessary. Not to exceed 20% without permission of the Dean.
Program or Track Director	10-25%	Scaled to student population in program or track (see below)
Service Unit Director	25%	
Vice Chair	20%	
Chair	30%	
Assistant Dean	20-50%	Duty assignment by Dean cannot exceed 50%
Associate Dean	20-80%	Duty assignment by Dean commensurate with role
Dean	90%	Administrative effort may near 100%

**Program and Track Directors:**

1. Each Track Director is assigned 10% administrative effort.
2. Each Program Director is assigned an additional 15%, with an additional 5% for each increment of 25 students in the program.