

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

**Position Title and Area of Responsibility for Administrators**

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

**Administrative Effort Assignment**

<b><u>Administrative Title</u></b>	<b><u>Effort *</u></b>	<b><u>Comments</u></b>
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.