

College of Graduate Health Sciences 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

| Appointment Title | Baseline Effort | Comments |
|---------------------------|------------------------|--|
| 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.