DRAFT 08/07/20

TIMELINE:

By May 15th	By June 15th	By October 1st	By April 1st
1. All basic science faculty should review their current year DOE and make changes as needed to reflect actual current year activity. 2. Submit DOE for the next academic year.	Chairs & Center Directors evaluate DOEs (is all effort for service, teaching & unfunded creative activity justified?) and notify faculty. If unjustified effort is noted or if >30% effort for unfunded creative activity is noted, the Improvement Plan is triggered.	Faculty Improvement Plans, developed by the faculty member and their chair, are submitted to the SADFAD. SADFAD evaluates plans to ensure consistency across departments.	A report outlining progress made in achieving the goals of the Improvement Plan must be submitted to the Chair & SADFAD, who determine if adequate progress has been made. If YES, plan ends. If NO, another progress report is due by Oct 1.

Some examples of how the proposed plan to optimize faculty productivity might occur are given below.
**Note: the academic year runs from July 1st to June 30th

Scenario A: Unjustified unfunded creative activity up to 30%; Improvement Plan immediately successful

May 15th, Year 1: Faculty member has 20% unfunded creative activity with few measurable outcomes (grants or submitted, publications, or presentations given) reported on the revised DOE at the end of the academic year. Due to a shift in other categories on their DOE, the amount of unfunded creative activity on the DOE submitted for Year 2 will increase to 25%.

June 15th, Year 1: Using the posted rubric for all COM departments, the Chair determines that the faculty member had measurable outcomes that accounted for only 5% unfunded creative activity during Year 1. This means that 15% of the unfunded creative activity was unjustified in Year 1, and projects a 20% deficit in productivity for Year 2, so the Improvement Plan is triggered.

Oct. 1st, Year 2: The faculty member, in conjunction with their chair, develops an Improvement Plan to fill the unjustified unfunded creative activity. The plan will be personalized for each faculty member but could involve efforts such as obtaining new extramural funding, developing new courses or programs of strategic interest to the College of Medicine, or taking on new administrative or service roles. The plan is submitted to the Senior Associate Dean of Faculty Affairs and Development (SADFAD) for approval.

April 1st, Year 2: The faculty member submits a report to their Chair outlining all progress made towards the specific goals outlined in the Improvement Plan. The Chair determines if sufficient progress has been made and submits the Progress Report and their evaluation to the SADFAD. In this case, the chair determines that sufficient progress WAS made because the faculty member submitted an R01 grant proposal that was scored, and they gave a chalk talk on the research project within their department.

May 15th, Year 2: The faculty member still has 25% unfunded creative activity on their revised DOE for Year 2 and is projecting to have the same amount on the Year 3 DOE that is submitted now.

June 15th, Year 2: The chair determines that the productivity of this faculty member during Year 2 was commensurate with 25% unfunded creative activity. No improvement plan is triggered.

Scenario B: Unjustified unfunded creative activity up to 30%; Improvement Plan eventually successful

May 15th, Year 1: Faculty member has 30% unfunded creative activity, with no measurable outcomes (grants or papers submitted, talks given, book chapters written, etc.) reported on the revised DOE at the end of the academic year. DOE for Year 2 is projected to have the same 30% unfunded activity.

June 15th, Year 1: The Chair determines that all of the 30% unfunded creative activity is unjustified, so the Improvement Plan is triggered.

Oct. 1st, Year 2: The faculty member, in conjunction with their chair, develops an Improvement Plan to fill the unjustified unfunded creative activity. In this case, the faculty member plans to continue gathering preliminary data to be able to submit two grants on a new research topic: one is an internal pilot award and the other is externally funded. The plan outlines strategies to support the faculty member such as giving a departmental chalk talk, the possibility of providing funds to attend a critical conference, and meeting with a faculty colleague to collaborate on the preliminary data needed for the grant proposals. The plan is submitted to the SADFAD for approval.

April 1st, Year 2: The faculty member submits Progress Report #1 to their Chair outlining all progress made towards the specific goals outlined in the Improvement Plan. In this case, the faculty member worked on both grants, but didn't submit either one. The Chair determines that sufficient progress has NOT been made and submits the Progress Report and the evaluation to the SADFAD. The faculty member is notified that they are still on the Improvement Plan and must submit revised goals to Chair and the SADFAD by April 15 and Progress Report #2 will be due by October 1.

May 15th, Year 2: The faculty member still has 30% unfunded creative activity on their revised DOE for Year 2 and is projecting to have the same amount on the Year 3 DOE that is submitted.

June 15th, Year 2: The chair determines that the productivity of this faculty member during Year 2 was not commensurate with 30% unfunded creative activity. *Since an improvement plan has already been triggered, and is still in force*, the next Progress Report (#2) will be due Oct. 1st.

Oct. 1st, Year 3: The faculty member submits Progress Report #2 indicating that a complete draft of both grants is now done, and they had planned to give a chalk talk, but had not scheduled it yet. The chair determines that sufficient progress was NOT made on the improvement plan. A new set of specific goals must be submitted by October 15 and will include looking for other opportunities within the College of Medicine to fill out the DOE if additional research funding is not obtained.

April 1st, Year 3: Progress Report #3 is submitted. The faculty member received an internal pilot award and submitted an application for an externally funded grant, but it was not awarded. A first draft of a manuscript to be co-authored with a faculty colleague was written. The chair determines that sufficient progress was made, ending the Improvement Plan.

May 15th, Year 3: The faculty member still has 30% unfunded creative activity on their revised DOE and projected DOE for Year 4, because the pilot grant did not come with salary support.

June 15th, Year 3: Using the COM rubric, the Chair determines that the productivity of this faculty member during Year 3 justifies 30% unfunded creative activity, so no Improvement Plan is triggered. If this changes in subsequent years, the clock will start over and the faculty member will be allowed to submit three Progress Reports before a change in assignment period is considered.

Scenario C: Unfunded creative activity >30%; Improvement Plan not successful

May 15th, Year 1: Faculty member has 40% unfunded creative activity reported on the revised DOE at the end of the academic year. Due to a shift in teaching responsibilities, the amount of unfunded creative activity on the DOE submitted for next year will increase to 55%.

June 15th , Year 1: Even if the faculty member demonstrated productivity commensurate with 40% unfunded creative activity on the DOE for Year 1, an Improvement plan will be triggered because the unfunded activity is in excess of 30%.

Oct. 1st, Year 2: The faculty member, in conjunction with their chair, develops an Improvement Plan to reduce the amount of unfunded creative activity. The plan will be personalized for each faculty member but could involve efforts such as obtaining new extramural funding, developing new courses or programs of strategic interest to the College of Medicine, or taking on new administrative or service roles. In this case, the short-term goal of the plan is to reduce the level of unfunded creative activity

to below 50% within 2 years (by June 15th, Year 3). The plan is submitted to the SADFAD for approval.

April 1st, Year 2: The faculty member submits Progress Report #1 to their Chair, indicating that they have picked up some new service committee responsibilities amounting to 2% effort on their DOE. The Chair determines that sufficient progress has NOT been made because the revised level of unfunded creative activity in Year 2 (53%) is still >50%. The Progress Report and the chair's evaluation is submitted to the SADFAD. The faculty member must submit new goals by April 15, which in this case include looking for an opportunity to write a book chapter, and to possibly develop a new course to teach.

May 15th, Year 2: The faculty member still has 53% unfunded creative activity on their revised DOE for Year 2 and is projecting to have the same amount on the Year 3 DOE that is submitted.

June 15th , Year 2: The chair determines that the productivity of this faculty member during Year 2 is still in excess of 30%. *Since an Improvement Plan has already been triggered, and is still in force*, the next Progress Report (#2) will be due Oct. 1st.

Oct. 1st, Year 3: The faculty member submits Progress Report #2 to their Chair, indicating that they have not yet been solicited to write a book chapter, and although they have had some ideas for a new course to teach, nothing has been formalized. The faculty member picked up a few lectures in some courses taught in their department, which amounted to 1.5% effort. The Chair determines that sufficient progress has NOT been made because the revised level of unfunded creative activity (51.5%) is still >50%. The Progress Report and the chair's evaluation is submitted to the SADFAD. The faculty member must submit new goals by October 15, which continue to include looking for writing opportunities, course development, and either a new administrative role or a course directorship. Progress Report #3 will be due two months before the 2 year deadline for reducing unfunded creative activity to below 50%.

April 1st, Year 3: The faculty member submits Progress Report #3, indicating that they picked up a large block of med school teaching, which amounts to a total of 5% effort. The unfunded creative activity for this faculty member is now at 46.5%, so the Improvement Plan can continue for one more year (until June 15th, Year 4) to try to reduce this to below 30%.

May 15th, Year 3: The faculty member has 46.5% unfunded creative activity on their revised DOE for Year 3 and is projecting to have the same amount on the Year 4 DOE that is submitted.

June 15th, Year 3: The chair determines that the productivity of this faculty member during Year 3 is still in excess of 30%. *Since an improvement plan has already been triggered, and is still in force*, the next Progress Report (#4) will be due Oct. 1st.

Oct. 1, Year 4: Progress Report #4 is submitted to the Chair, but no significant changes have been made to the distribution of effort. The report is submitted to the SADFAD and the faculty member is notified that they have only one 6-month interval left to reduce their unfunded creative activity before a change in assignment period will be recommended.

Apr 1, Year 4: Progress Report #5 is submitted, but again, no significant changes have been made, so the Chair submits a final evaluation to the SADFAD and the Dean, recommending that this faculty member have a reduction in assignment period.

May 15th, Year 4: The faculty member still has 46.5% unfunded creative activity on their revised DOE for Year 4 and is projecting to have the same amount on the Year 5 DOE that is submitted. A recommendation is made that the faculty member be reassigned to a 10 month appointment based on having between 41-50% unfunded creative activity.

May 15th, Year 5: Note: changes in assignment period can only be made at the beginning of the Academic Year. Thus, this faculty member will remain on a 10 month assignment period for all of Academic Year 5. However, if there is a change in activities/effort (increases or decreases) noted for this faculty member on their revised DOE in May, they will be eligible to be reassigned for a 9, 11, or 12 month assignment period as of July 1, Year 6.