DOE Task Force

DRAFT Plan for optimizing productivity of tenured basic science faculty

August 6, 2020

Assignment periods are made yearly, with the final decision of the Dean. Changes in assignment periods should be considered when faculty are unable to fill out a DOE to 100% without unjustified allocation of effort in one or more categories. Currently approved College of Medicine Service and Teaching Calculators must be used and other effort goes into administrative roles, professional development, funded research activity, and non-funded research or creative activity (hereafter "creative activity"). Department Chairs will approve DOE activity for faculty prior to submission to the Dean's office. If the faculty member does not agree with the DOE submitted by the Chair to the Dean, there is a process for appeal. Difficulty in reaching 100% effort could happen because of loss of research grants, changes in teaching assignments, rotation off a high effort committee, ending an administrative appointment, etc. When this happens, the following steps will be taken to either increase effort for the faculty member or reduce the assignment period according to the unfilled DOE time. This policy document does not apply to non-tenured faculty or new faculty in the first 2 years of appointment.

There are two ways to activate the policy:

UNPRODUCTIVE CREATIVE ACTIVITY ABOVE 10% EFFORT

Unfunded creative activity over 10% must be evaluated by the Chair for evidence of reasonable productivity such as grant submission, manuscript publication, presentation of work at professional meetings, etc. Lack of evidence would require an improvement plan developed by the faculty member in consultation with the Chair. This will be filed with the Senior Associate Dean for Faculty Affairs and Development (SADFAD) and will include how the time will be filled for the next year and what steps will be taken to permanently fill the void in the DOE. The plan will be filed by October 1 of the academic year in which there is a shortfall of effort. This could include but is not limited to developing new courses or programs, writing grants, publishing manuscripts or book chapters, picking up new teaching or administrative assignments. The SADFAD will have to approve the plan. If the SADFAD does not approve on the plan, the Chair and faculty member can appeal to the Dean of the COM. A report of activities of the faculty member will be filed with the Chair and SADFAD every 6 months and the plan reviewed and revised as necessary.

If a faculty member with unfunded creative activity over 10% has been placed on an improvement plan by the department Chair and SADFAD due to lack of evidence of productivity and does not make adequate progress as per the agreed to improvement plan for 3 consecutive reviews, he/she will be subject to reduction of assignment period. For example, if a faculty member has up to 20% unfunded creative activity and makes inadequate progress on the improvement plan, that faculty member would be subject to an 1 month reduction in assignment. Faculty with 20 to 30% unfunded creative activity would be subject to a 2 month assignment reduction. No faculty member will be reduced to lower than a 9 month assignment period. Continued reductions of assignment period down to a minimum of 9 months could happen yearly if the faculty member continues to have over 10% unproductive unfunded creative activity and does not meet the goals of the improvement plan. This change will be decided by the Dean in consultation with the Department Chair and SADFAD.

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UNFUNDED CREATIVE ACTIVITY ABOVE 30% EFFORT

Faculty are allowed up to 30% unfunded creative activity with evidence of productivity such as grant submission, manuscript publication, presentation of work at professional meetings, etc. Faculty over 30% unfunded creative activity will be required, in consultation with the Department Chair, to file a plan with the SADFAD to reduce unfunded effort to 30% or less. The plan should include a description of how the unfunded creative activity above 30% will be transferred to another activity such as funded research, teaching, administrative duties, or service. The plan will be filed by October 1 of the academic year in which the excess unfunded creative activity effort first occurs and will have to be approved by the SADFAD. If the SADFAD does not approve on the plan, the Chair and faculty member can appeal to the Dean of the COM. A report of activities of the faculty member will be filed with the Chair and SADFAD every six months (April 1 and October 1) and the plan reviewed and revised, as necessary.

If a faculty member has over 50% unfunded creative activity, they will have two academic years to reduce it below 50% or will be subject to a reduced assignment period. If a faculty member is unable to reduce the amount of unfunded creative activity to 30% or less over a total of a three year period by either obtaining funding or transitioning the effort to other activities such as administration, teaching, or service, the faculty member will be subject to a reduced assignment period. Faculty with 31-40% unfunded creative activity will be subject to a 1 month assignment reduction, 41% to 50% unfunded creative activity will be subject to a 2 month assignment reduction or 50% or greater unfunded creative activity will be subject to a 3 month assignment reduction. No faculty member will be reduced to lower than a 9 month assignment period. This change will be decided by the Dean in consultation with the Department Chair and SADFAD.

INCREASING ASSIGNMENT PERIOD

If a faculty member has had their assignment reduced, their assignment can be increased based on increased responsibilities or supported effort. This process is initiated by the Chair in consultation with the SADFAD and any such change will be in effect at the beginning of the next academic year.

NOTE: Changes in assignment period will happen at the beginning of the academic year (July 1).

RELATIONSHIP TO CONSEQUENTIAL REVIEW

This policy is consistent with AR3:11 and these actions could become part of the plan for implementing CONSEQUENTIAL REVIEW (commonly referred to as post-tenure review).

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