

# BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

## STANDARD OPERATING PROCEDURES

<b>Assignment of Faculty Teaching Hours</b>	<b>SOP #:PCE.008.01</b>
Effective Date	12/3/2018
Last Revision/Review	7/23/19, Reviewed 8/28/19

### 1. Purpose

This SOP describes the process by which Faculty are assigned their teaching responsibilities.

### 2. Related Policy/Authority

### 3. Faculty/Staff Responsibilities

Responsibility for the assignment of teaching responsibilities will rest with the Course Director, the Office of Pre-Clinical Education, and the Curriculum Committee (defining teaching hours by topic within courses) and with Department Chairs (assigning individual faculty with appropriate expertise).

### 4. Definitions/Abbreviations

### 5. Procedural Steps

#### 1. Definition of Teaching Hours by Topic

- 1.1. Following determination of the topical- and discipline-based teaching hours, Course Directors will work with Department Chairs to identify specific Faculty appropriate to the topic/discipline of each learning session.
- 1.2. Department Chairs will be responsible for distributing and assigning teaching responsibilities to Faculty within their Departments.
  - 1.2.1. Course Directors may make requests for specific Faculty, which the Department Chair will consider in making assignments.
  - 1.2.2. The Department Chair will make the final determination based on the Faculty member's other time commitments in relation to overall teaching load, college service obligations, and protected research time.

### 6. Reports/Charts/Forms/Attachments/Cross References

### 7. Maintenance

This procedure will be reviewed as necessary, with a focused review for each course occurring at the regularly occurring in course reviews conducted by the Curriculum Committee. Review of this SOP will occur at no greater than three (3) year intervals.

### 8. Signature

Robert Ketchum, PhD	8/28/19
	Date

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### **9. Distribution List**

Internal/External

### **10. Revision History**

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
1	All	Update to change from Academic Affairs to Pre-Clinical Education; includes change in numbering (from AA to PCE)		7/23/19