

**Burrell College of Osteopathic Medicine**  
**Faculty Handbook**  
**Work Assignment-Protected Time**

The College recognizes that high-performing faculty require the opportunity to complete work assignments and dedicate portions of their normal workload to all aspects of the College's mission. The extent to which regular faculty members will be providing academic, research, clinical and support services as part of their employment is memorialized in the annual faculty contract. The time equivalent of that effort is protected for each purpose as it appears in *Attachment A* of the faculty contract and described as follows:

Academic Service (ie. classroom teaching and preparation, tutorials, group facilitation, laboratory teaching, academic counseling, faculty development, test preparation)

(XX) work hours per week (approximately XX half days)

Institutional Service (ie. committee meetings, admissions interviews, community activity on behalf of BCOM)

(XX) work hours per week (approximately XX half days)

Clinical Service (ie. direct patient care in BCOM operated clinic or under BCOM professional services contract with another entity)

(XX) work hours per week (approximately XX half days)

Research and Scholarly Activity (ie. laboratory-based research, education research, grant preparation, manuscript preparation, presentations at scientific meetings, student research mentorship)

(XX) work hours per week (approximately XX half days)

Administrative Service (ie. preparation and execution of faculty or staff evaluations, budgets, purchasing, operations reports, accreditation reports)

(XX) work hours per week (approximately XX half days).

The protected time in each category is subject to modification during the contract year upon mutual consent of the College and the faculty to reflect changes in work assignment, receipt of extramural funding with designated work effort and other necessary accommodations that may arise. Annual evaluations of faculty will consider productivity that is in alignment with protected time.