

## Faculty Work Assignment

**Faculty Name:**

**Academic Year:** July 1, 2020 to June 30, 2021

**Assigned FTE:**

Total work effort under this agreement shall average not less than \_\_\_\_\_ business days ( \_\_\_\_\_ hours) per week. A faculty member assigned to forty (40) hours per week shall be considered full-time or 1.0 Full Time Equivalent (FTE). A faculty member assigned to less than forty (40) hours of service per week shall be considered part-time with FTE determined proportionately. Assignment of work effort shall be at the sole discretion of the college and shall approximate the following

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

work hours per week (approximately \_\_\_\_\_ half days)

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

work hours per week (approximately \_\_\_\_\_ half days)

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

work hours per week (approximately \_\_\_\_\_ half days)

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

work hours per week (approximately \_\_\_\_\_ half days)

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

work hours per week (approximately \_\_\_\_\_ half days)

Each faculty member's annual evaluation will consider the extent to which actual work effort approximated that which is assigned by this attachment to the faculty contract. These assignments may be modified at the discretion of BCOM upon consultation with the faculty member, the department chairman, and other members of BCOM administration as may be appropriate.

\_\_\_\_\_  
Department Chair                      Date

\_\_\_\_\_  
Faculty    Date

\_\_\_\_\_  
Dean    Date