

**EAST TENNESSEE STATE UNIVERSITY**  
**Quillen College of Medicine**

**Faculty Activities Plan for 2024-2025**

Faculty Member \_\_\_\_\_

Department \_\_\_\_\_

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

This *Faculty Activities Plan* is to be developed by the faculty member in consultation with his/her department chair. The chair will develop his/her Faculty Activities Plan in consultation with the dean. The *Faculty Activities Plan* represents a means of formally identifying the variety and distribution of professional activities that the faculty member anticipates for the forthcoming academic year and upon which the faculty member will be evaluated at the end of the year. This plan also attempts to provide a mechanism for directing faculty and administrative efforts toward the achievement of mutually accepted individual, departmental, college and university goals.

Provided is an outline of several major categories of faculty activities and a number of specific categories of activities within each major classification of teaching, research, service, and other activities. These reflect the classifications contained in *Faculty Activity Guidelines*. Please develop your *Faculty Activities Plan* by carefully following the outline of activities listed, indicating the specific activities you plan to undertake and/or the results you expect to achieve in each of the enumerated categories. If you do not anticipate any activity within a given category, please indicate by stating "none planned." If insufficient space is provided on this form, you should add supplementary pages.

As you complete activities, please record those activities in the Watermark Faculty Success platform. Toward the end of the academic year, you will be asked to run the *Faculty Activities Report* within Watermark Faculty Success. This report will provide you with a list your accomplishments for the year. Your *Faculty Activities Report* will then become the basic document that informs your annual performance evaluation. It will also provide important inputs for departmental, college and university reports of annual accomplishments.

**Teaching Activities** (Please be as specific as possible in your plans for each category of activity.)

1. Teaching Load

a. Courses

<u>Course Number and Title</u>	<u>Academic Period</u>	<u>Approx # of Contact Hours</u>	<u>Brief Description of Teaching Activity</u>
--------------------------------	------------------------	----------------------------------	---

b. Individualized or Tutorial Instruction (*graduate students, medical students, interns, residents*)

<u>Course Number and Title</u>	<u>Academic Period</u>	<u>Expected Number of Students</u>	<u>Approx # of Contact Hours</u>	<u>Brief Description of Teaching Activity</u>
--------------------------------	------------------------	------------------------------------	----------------------------------	---

c. Other Instruction (*i.e., continuing medical education programs, grand rounds, special seminars and presentations*)

<u>Activity</u>	<u>Planned Date(s)</u>	<u>Approx # of Contact Hours</u>	<u>Brief Description of Teaching Activity</u>
-----------------	------------------------	----------------------------------	---

2. Thesis/Dissertation Supervision (*List names of students, the degrees they are seeking, and expected dates of completion*)

3. Development of new courses (*Explain briefly.*)

4. Revision of existing courses (*Explain briefly.*)

5. Development of new instructional methods and/or materials (*Explain briefly.*)

6. Development of new student or course evaluation methods and/or materials (*Explain briefly.*)

7. Other Teaching Activities (*i.e., grant/contract proposals for instruction, publications related to instruction, etc.*)

8. Teaching improvement efforts (*i.e. intramural or extramural faculty development activities, planned efforts to improve teaching capabilities*).

**Research and Other Scholarly Activities** (*Describe specific projects, publications, and presentations, where appropriate*)

1. Ongoing Research (*State source of funding for each*)

2. New or Proposed Research Projects (*State new or proposed source of funding for each*)

3. Anticipated Publications (*Refereed journals, non-refereed journals, academic proceedings, textbooks, monographs, others*)

4. Anticipated Paper Presentations (*At local, state, regional, national and international professional association meetings*)

5. Other Research or Scholarly Activities (*i.e., peer review of the research of others, etc.*)

6. Research improvement efforts (*i.e. intramural or extramural faculty development activities, planned efforts to improve research capabilities*).

## **Service Activities**

1. Patient Care (*Briefly describe site(s), nature of work, and time commitment*)
  
2. University Committee Assignments (*Include leadership roles and anticipated workloads on departmental, college, and university committees*)
  
3. Other University Activities (*i.e., faculty recruitment, student/resident recruitment, public relations, student organizations, etc.*)
  
4. External Activities (*i.e., service to professional associations, community organizations, governmental agencies, etc.*)
  
5. Consulting Activities (*With or without compensation*)
  
6. Academic Advisement (*list names of students*)
  
7. Administrative Service (*Briefly explain*)
  
8. Other Service Activities (*i.e., planned grant/contract proposals for service*)

### **Activities Plan Summary**

Please indicate the expected proportion of the total individual faculty effort that is planned for teaching, research, and service activities. These percentages should reflect actual workloads and mutually agreed-upon planned efforts toward each activities category.

Teaching \_\_\_\_\_%      Research \_\_\_\_\_%      Service \_\_\_\_\_%