**EAST TENNESSEE STATE UNIVERSITY**

**Quillen College of Medicine**

**Faculty Activities Plan for 2022-2023**

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.

Toward the end of the academic year, you will be asked to complete a *Faculty Activities Report* that will provide you with the opportunity to list your accomplishments for each of the activities you outline in this Faculty Activities Plan. Your *Faculty Activities Report* will then become the basic document upon which your annual performance evaluation and recommended merit salary increase will be made. 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

Academic Approx # of Brief Description

Course Number and Title Period Contact Hours of Teaching Activity

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

Expected Brief Description

Academic Number of Approx # of of Teaching

Course Number and Title Period Students Contact Hours Activity

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

*presentations)*

Approx # of Brief Description

Activity Planned Date(s) Contact Hours of Teaching Activity

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 %

**Endorsements of Faculty Activities Plan**

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Signature of Faculty Member Date

\_\_\_\_\_\_\_\_

Signature of Chair Date

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Signature of Vice Dean for Academic Affairs or Dean of Medicine (for Chairs) Date