

**College of Medicine  
Department of Obstetrics and Gynecology  
Faculty Work Load Policy (9/08/2014)**

**Faculty Workload (ETSU Faculty Handbook (10/24/96; 02/18/07))**

As stated in the East Tennessee State University Faculty Handbook, Faculty appointments are governed by Tennessee Board of Regents Policy No. 5:01:00:00, and TBR Guideline A-052, which address, among other subjects, the length of the work week, holding office hours, and non-instructional assigned time. Although the traditional classification of faculty workload is in terms of teaching, research and service, this simple breakdown does not well capture the complexity of faculty activities in a modern university. Instruction takes many forms; research, scholarship and creative activity are highly dependent on the nature of the discipline; and university, professional and community service and outreach defy uniform classification across disciplines. In many instances, activities can be considered as falling within two or even three of these categories. Determining an appropriate workload for an individual faculty member that will prepare him/her for tenure and/or promotion, and lead him/her to make meaningful contributions to the university requires consideration of each of the above, as well as the particular strengths and interests of that individual within the context of departmental, college and university needs. The TBR notes that a uniform approach to determining faculty workload across the university, within a college, or even within a department or academic program, will rarely be productive.

**OB/GYN Departmental Workload Policy**

The following modification of the College of Medicine Faculty Workload Policy (05/21/2014) was constructed to define the Department Ob/Gyn workload policy.

**Total workload:** The expected minimum number of hours worked per week for ETSU full-time faculty members is 37.5 hours. Faculty members involved in providing patient care services through MEAC or other settings frequently work more than this, on average, based on the clinical service demands. Call responsibilities may require additional working hours.

**Leave:** Faculty members are expected to take leave time when any scheduled duties must be canceled for personal purposes. If a faculty member is available to participate in administrative activities as needed, leave is not required. If a faculty member has no assigned duties but is out of the local area and not available to participate in administrative activity on a regularly scheduled university workday, leave should be taken unless readily available electronic communication plans have been approved by the chair. Faculty members are expected to complete a written leave request to be approved by their supervisor in advance of their planned leave.

**Work location:** In general faculty members will be expected to perform the majority of their work in their approved office, laboratory, practice hospital location, or teaching site. Exceptions occurring on a regular basis should be documented in a written plan with the department chair.

**Teaching time:** Additional time beyond direct contact time is necessary for teaching preparation and meetings with students. Development of new teaching methodologies or content may require more time and will be negotiated prospectively between the chair and faculty member. Determination of time needed for development of new online courses will be negotiated prospectively between the chair and faculty member. More effort is required for course administration by course directors beyond the hours they teach and the amount of time required will be negotiated prospectively between the chair and faculty member. Input from the Executive Associate Dean for Academic and Faculty Affairs may be useful in making these determinations in selected cases. Service as a clerkship director for a required clerkship generally represents a 25-35% time commitment. A 50% time commitment for the Program Director is mandated by the Ob/Gyn RRC.

**Teaching assignments:** While faculty members and chairs should work collegially regarding specific teaching assignments, chairs have a responsibility to insure all required curricular content is addressed. Chairs have the authority to assign faculty to teach in any subject area for which they are qualified by their terminal degree, certification, or other demonstrated expertise. Assigning faculty members to teach specific content areas does not represent infringement of a faculty member's academic freedom. Faculty members involved in teaching will support departmental activities necessary to maintain appropriate institutional accreditation.

**Research time:** Will be negotiated with the chair on an annual basis. Generally, higher levels of research time should be associated with higher demonstrated research productivity. Faculty members with more than 50% of time committed to research should demonstrate research output such as peer reviewed publications, grants submitted, and grants funded. Faculty members with a high level of research time who fail to demonstrate such productivity may have their percent research effort reduced. Ideally faculty members with a high level of research time should fund a meaningful portion of their salary from research grants. Faculty members involved in research will support departmental activities necessary to maintain appropriate institutional accreditation.

**Service activities:** Should provide tangible benefit to the department, the college, the university, the community, and/or the discipline of OB/Gyn. This benefit may include the opportunity for the faculty member to practice in their area of expertise, meet a community need, advance the reputation of the department, college and/or university, or provide learning opportunities.

**Clinical care:** In general the percentage of time spent in clinical care will be negotiated annually by the chair and faculty member. The clinical care time commitment for those involved in clinical care on average should not be less than 10%. As faculty members may provide clinical care in settings not under the control of the university, circumstances may change related to such practice settings which are beyond the control of the faculty member and the chair. These changes may impact other aspects of clinical care and require changes in time allocation. Unpredictable changes (departures, illness, etc.) related to faculty staffing may require changes in the workload for other faculty members to cover patient care commitments. Faculty members involved in clinical care will support departmental activities necessary to maintain appropriate institutional accreditation.

**Individual Faculty Workload:** Individual faculty workloads should be developed by the faculty member and his/her chair working within the guidelines set by the department. The proposed workload should be stated in writing in the faculty activity plan for the next year and be signed by the faculty member,

the chair and the dean. Individual workloads should be set annually for untenured faculty, who receive annual contracts. For tenured faculty, individual workloads should be established for a typical period of three to five years. However, since each faculty member is evaluated annually and new opportunities may become available in the areas of teaching, research/scholarship and/or service, faculty workloads may be subject to review and adjustment as reasonable and necessary.

**Workload Review:** Faculty workload will be reviewed on an annual basis as part of the Faculty Activities Plan, Report and Evaluation. If a faculty member and his/her chair cannot agree upon an appropriate workload, the faculty member may submit a request for resolution to the Faculty Advisory Council. The Faculty Advisory Council will make a recommendation to the dean, who will inform the faculty member and the chair of his/her decision. If the faculty member is not satisfied with the dean's decision, he/she may seek guidance from a Faculty Senate Procedural Consultant and, if appropriate, file a complaint or grievance through appropriate channels. The chair of the Faculty Concerns and Grievances Committee can be contacted for help in identifying the current Faculty Senate Procedural Consultants.