

Fay W. Boozman College of Public Health  
Framework for Annual Faculty Effort

The purpose of this document is to establish a framework that can be used by the department chair in consultation with members of their tenure ladder faculty. The objective is to determine the annualized expectation for the faculty member's effort in each of the three areas of evaluation: Teaching, Scholarship, and Service. This framework is subject to the chair's assessment of the needs of the department. It does not supersede any existing letter of offer between the COPH and the individual.

1. **Teaching:** 45% of the total effort

1.1. Formal teaching, curriculum development, and training grant development:

1.1.1. This includes classes, seminars, lab courses, web-based instruction, continuing education courses, development of new courses, conversion of courses for distance-learning, and training grant development.

1.1.2. The normal expectation is three 3-credit hour courses taught per year. Each 3-credit hour course is 12.5% annualized effort, for a total of 37.5%.

1.1.3. Faculty may use salary coverage from extramural research funding, or other sources outside of the COPH, which is above the expectation of 30% extramural funding (see 2.1.2), to "buy out" effort from teaching, down to one 3-credit hour course. This is at a rate of 12.5% of their annual salary for each 3-credit hour course.

1.1.4. Criteria for the evaluation of formal teaching, curriculum development, and training grant development are given on pages 16-17 and 19 of the COPH APT Guidelines.

1.2. Informal teaching and mentoring, faculty advising, or supervising

1.2.1. This includes chairing or membership of thesis and dissertation committees. It also includes mentoring of post docs and junior faculty, faculty advising, and supervising (independent study courses, capstone experiences, and post-doctoral fellow experiences).

1.2.2. Criteria for the evaluation of informal teaching and mentoring, faculty advising, or supervising are given on pages 17-18 of the COPH APT Guidelines.

2. **Scholarship:** 45% of the total effort

2.1. Publications and funded research or practice-based activities.

- 2.1.1. This includes peer-reviewed journal articles, textbooks, scholarly books, book chapters, monographs, reports, and published citations or comments. It also includes funded grants, contracts, fellowships and other such awards.
- 2.1.2. Faculty extramural funding following the initial startup period outlined in the offer letter is expected to be at least 30% as expressed in the COPH Faculty Incentive Plan.
- 2.1.3. Criteria for the evaluation of publications and funded research or practice-based activities are given on pages 19-20 of the COPH APT Guidelines.
- 2.2. Dissemination other than publication, awards/honors, and influence on policy/practice.
  - 2.2.1. This includes oral and poster presentations at professional meetings or via technology, and lay publications. It includes scholarly recognitions by a professional organization or group. It also includes advocacy activities that involve legislation, executive orders, regulations and policies.
  - 2.2.2. Criteria for the evaluation of dissemination other than publication, awards/honors, and influence on policy/practice are given on pages 19-20 of the COPH APT Guidelines.
3. **Service:** 10% of the total effort
  - 3.1. Service within the profession, university, and community
    - 3.1.1. Service within the profession includes such things as memberships or leadership roles in professional organizations/groups; serving as a journal editor/reviewer or book reviewer; and serving as an expert on task forces and review boards. Service within the university includes such things as participation in university committees/teams and cooperative projects with other state agencies. Service within the community includes such things as serving as an expert on boards or committees and providing expert education or technical assistance to the community.
    - 3.1.2. Criteria for the evaluation of service is given on page 21 of the COPH APT Guidelines.