

**Approved Faculty Activities for Workload Credit**

Category, activity, and components of activity that may alter activity effort value	Explanations, examples & workload valuation estimates	Credit Hour Equivalents Earned	Activity number in Table 1
<b>I. Teaching</b>			
<b>A. Classroom teaching (includes lecture/online/hybrid)</b>			
<b>1. Classroom contact hours</b>	Instructor-student contact time during scheduled teaching	1 hr = 0.067 (40+ students)  1 hr = 0.045 (<40 students)	7, 8
<b>2. Instructional activity preparation hours</b>	E.g. Lectures, demonstrations, in-class activities, quizzes, discussions, case study presentations, recitations, clicker questions.	Included in classroom contact hours	7, 8
a) new activity (for existing course)	Identifying and obtaining resources, creating content, slides, and other materials, linking material to objectives	Included in classroom contact hours	7, 8
b) significant revision of existing activity	Evaluating updated resources or quality improvement feedback, updating content, slides, and other materials	Included in classroom contact hours	7, 8
c) review of existing activity	Reviewing existing material with minor or no changes	Included in classroom contact hours	7, 8
<b>3. Assessment development</b>			
a) New item creation	Writing new assessment items, mapping assessment items to learning objectives and other curricular outcomes, evaluating assessment item performance.	1 hr = 0.016	2
b) Assessment development: item revision	Revising existing assessment items and evaluating performance	1 hr = 0.016	2

c) Assessment development: item selection	Selecting assessment items and ensuring they map to learning objectives; evaluating assessment item performance	1 hr = 0.016	2
<b>4. Grading with individualized feedback</b>	<i>(Does not apply to automated Testing Center grading)</i>		
a) Self-directed learning assignments/open ended essay responses	Effort based on hours spent grading	Included in classroom contact hours	7, 8
b) Project reports	Effort based on # of students or hours spent grading	Included in classroom contact hours	7, 8
c) Presentations	Effort based on # of students or hours spent grading	Included in classroom contact hours	7, 8
<b>5. Course content leads:</b> <ul style="list-style-type: none"> <li>• Thread leaders</li> <li>• Module content experts</li> </ul>	Designated content expert that manages planning and delivery of topic-relevant material within or across longitudinal curriculum. E.g. threads: opioid use disorder, evidence based medicine; End of Life care; interprofessional education activities; modules: anatomy content experts	Included in classroom contact hours	7, 8
<b>B. Wasson teaching</b>			
<b>1. Preparation for Wasson session</b>	Development of materials for students, faculty, and patients that are unique for every Wasson session; patient training	Included in teaching-lab contact hours	9
<b>2. Wasson contact hours</b>	Instructor-student contact time during scheduled teaching	1 lab hr = 0.033	9
<b>3. Grading Wasson activities</b>		Included in teaching-lab contact hours	9
<b>C. Laboratory teaching</b>			

<b>1. Preparation for lab session</b>	Hours spent preparing and setting up specimens, materials, simulations, or interactions	Included in teaching-lab contact hours	9
<b>2. Lab contact hours</b>	Instructor-student contact time during scheduled teaching	1 lab hr = 0.033	9
<b>3. Grading</b>		Included in teaching-lab contact hours	9
<b>Lab prosection</b>		1 hr = 0.016	9
<b>D. Teaching-Clinical setting</b>			
<b>1. Precepting students</b>			
a) Observation of clinical rounding only		1 contact hr = 0.022	10
b) Patient review and clinical instruction		1 contact hr = 0.022	10
c) Assessment of patient case presentations		1 contact hr = 0.022	10
<b>E. Teaching-Project Advising (3 credit hour maximum/year for active documented advising time)</b>			
<b>1. Doctoral dissertation advising (primary advisor)</b>		0.25 for every course credit hour	11
<b>2. Masters thesis advisor (primary advisor)</b>		1 hour = 0.022	13
<b>3. Graduate research rotation advisor</b>		1 hr = 0.022	13
<b>4. Independent Study advisor</b>		1 hr = 0.016	12
<b>5. Summer research fellowship advisor</b>	Limited only to active documented advising time	Credit for NEOMED students <u>only</u> 1 hr = 0.022	13
<b>6. Professional development advising (PDAT)</b>		1 hr = 0.022	13

<b>7. Undergraduate research mentorship</b>	For non-NEOMED undergraduate students enrolled at affiliated universities or in NEOMED pipeline or STEM programs	1 hr = 0.016  (max 1 credit hour/yr)  No credit for high school students	13
<b>8. Medical student coaching program advisor</b>		1 hr = 0.022	13
<b>9. Academic Success Team</b>		1 hr = 0.033	5
<b>10. Honors thesis advising (non-NEOMED students)</b>		No credit	
<b>11. Precepting for capstone projects within graduate or certificate programs</b>	E.g. Masters of Public Health (MPH), modern anatomical sciences Masters program	1 hr = 0.022	13
<b>12. Asynchronous course-related student interactions</b>		1 hr = 0.016	
<b>13. Student tutoring</b>		1 hr = 0.016	13
<b>F. Teaching-Co-Curricular Service</b>			
<b>1. Student Organization Adviser</b>			
a) Hours spent on administrative tasks	Adding/processing new members, assisting with applications, corresponding with Student Affairs office	1 hour = 0.016	6
b) Attending organization meetings and/or events		1 hour = 0.016	6
<b>2. Advising/mentoring students within Healthcare Pathway programs</b>	e.g., Rural Pathway in COM	1 hr = 0.022	13
<b>G. Course directorships</b>			
<b>1. Primary course directorship</b>	Includes administrative duties involved in the planning, maintenance, and oversight of an entire course.	1 hour = 0.016	1
<b>2. Co- or assistant course directorship</b>	Can be defined in two ways: assisting primary course	1 hour = 0.016	1

	director with limited aspects of class or equally sharing responsibilities		
<b>3. Lab directorship</b>	Planning and overseeing lab activities and faculty/staff involved in these sessions	1 hour = 0.016	1
<b>4. New course development</b>	Scheduling, organizing and proposing a new course that is approved at college and registrar level	1 hr = 0.016	2
<b>5. Training Teaching Assistants (TAs)</b>	Preparing new TAs for course support	1 hr = 0.016	2
<b>6. Training and management of teaching assistants</b>		1 hr = 0.016	2
<b>7. Journal Club presentation preparation / delivery</b>		1 hr = 0.016	2
<b>8. Course director academic advising</b>		1 hr = 0.016	1
<b>II. Non-Research Scholarly Activity: Activities should be discipline-appropriate and in alignment with relevant tenure or non-tenure track &amp; promotion expectations for non-research &amp; scholarly activity, thus no itemization is provided. Credit for time spent doing research is fully awarded based on tenure status and time at the university as reflected in section D (1) (a). Example: 40% of tenured faculty time is for research. 1840 hrs/year x .40 = 736 hrs/yr credit for research. 736 hrs/yr x 0.016 credit hours/hr = maximum 11.78 credit hours/year for research</b>			
<b>1. Non-Research Scholarly Activity</b>		1 hr = 0.016	2
<b>III. Service to the university/college *Approved committees are listed in Appendix (2), along with maximal allowable hours</b>			
<b>1. Participation on standing or ad-hoc committees, Task Forces, Workgroups, or Subcommittees</b>		Must be listed in appendix (B)	
a) Chair or co-chair credit	Co-chairs must be approved by cognizant dean and provost	# total committee credit hours x 1.2	5
b) Hours spent completing committee projects outside of scheduled meeting time		Included in meeting hours credit	5

c) Hours spent reviewing key background materials in preparation of meeting		Included in meeting hours credit	5
d) Meeting hours		1 meeting hour = 0.033	5
<b>2. Admissions interviews</b>	Interactive interviews with applicants; leading campus tours or participating in faculty/applicant meet and greet events	1 meeting hr = 0.016	5
<b>3. Accreditation site visit activities</b>			
a) Meeting hours with accreditation team		Per dean and provost	15
b) Hours spent in preparation for accreditation site visit		Per dean and provost	15
<b>4. Membership (non-advisor role) on dissertation committees including doctoral candidacy, prospectus, and defense</b>			
a) Hours spent reading/preparing for meeting	Reading and editing dissertation document and generating examination questions for meeting	Included in meeting hours credit	5
b) Meeting hours		1 mtg hr = 0.033	5
<b>5. Membership (non-advisor role) on thesis committees including masters prospectus, defense</b>			
a) Hours spent reading/preparing for meeting	Time spent reading and editing thesis document and generating examination questions for meeting	Included in meeting hours credit	5
b) Meeting hours		1 mtg hr = 0.033	5
<b>6. Participation in University-run clinics</b>			
<b>Body Donation Program advising</b>		1 hr = 0.016	5
<b>7. Participation in student recruitment pipeline programs</b>		Per dean and provost	15
<b>8. Participation in other mission-relevant outreach activities</b>		Per dean and provost	15

College Search Committee participation		1 hr = 0.033	5
College Faculty Promotion Review Workgroup		1 hr = 0.033	5
Early Assurance Advisory Committee		1 hr = 0.033	5
Admission Committee candidate file reviews	<b>Average 4 files per hour</b>	1 hr = 0.016	5
College Program Review Committee		1 hr = 0.033	5
<b>IV. Public/professional service</b>			
1. Participation in professional organization events and activities	Must be related to university mission (as determined by dean and provost)	Per dean and provost	15
2. Leadership positions in professional organizations	Must be related to university mission (as determined by dean and provost)	Per dean and provost	15
3. Community leadership related service (NEOMED mission-related), NEOMED sponsored)	Must be related to university mission (as determined by dean and provost)	Per dean and provost	15
4. Participation in community engagement events (NEOMED mission-related)	Must be related to university mission (as determined by dean and provost)	Per dean and provost	15
5. Serving on grant review panels or study sections for funding agencies	Must be related to university mission (as determined by dean and provost)	Per dean and provost	15
6. Performing manuscript review for refereed journals	Must be related to university mission (as determined by dean and provost)	Per dean and provost	15
7. Serving as editor for refereed journals	Must be related to university mission (as determined by dean and provost)	Per dean and provost	15
<b>V. Administrative Duties/Roles</b>			

1. Assistant/Associate/Vice deanships		Per dean and provost	15
2. Department chairships/vice chairships		Per dean and provost	15
3. Research focus area directorships		Per dean and provost	15
4. Research core management and skills training		Per dean and provost	15
5. Graduate Program Directorships		Per dean and provost	15
6. Residency Directorships		Per dean and provost	15
7. Other directorships (various college-level director appointments)		Per dean and provost	15
8. New business development director roles		Per dean and provost	
<b>VI. Faculty Professional Development</b>			
1. Participation in continuing education activities to maintain clinical certifications		1 hr = 0.016	3
2. Attending professional organization meetings	Must be related to university employment and mission	1 hr = 0.016	3
3. Attending professional development workshops		1 hr = 0.016	3
4. Participate in Center for Teaching Excellence		1 hr = 0.016	3
5. Attending VITALS program		1 hr = 0.016	3
6. Participation in Academic Impressions programming		1 hr = 0.016	3
<b>VII. Citizenship credit</b>			
1. Participation in NEOMED academic conferral ceremonies	White Coat Ceremony, Commencement	Expected citizenship	
2. Participation in NEOMED award ceremonies	Faculty & staff; student awards	Expected citizenship	



<b>3. Participation in College, Department and Programmatic Meetings</b>		Expected citizenship	
<b>4. Attending university updates</b>		Expected citizenship	
<b>5. Assisting with Faculty/staff job candidate evaluations</b>	Participating in interviews, attending applicant seminars/presentations, and completing written evaluations	Expected citizenship	
<b>6. Participation in student activities</b>	4 to 5 activities per year	Expected citizenship	
<b>7. Participation in NEOMED affinity groups</b>		Expected citizenship	