



College of Medicine – Phoenix

Workload Guidelines and Templates

Purpose

Faculty activity is central to the College of Medicine – Phoenix (COM-P) mission of education, research, clinical care and service. Workload is defined as the percentage of professional time devoted to an area of assigned duties. The faculty workload represents the distribution of responsibilities for faculty into primary areas that demonstrate their contributions to the University of Arizona. Workload at COM-P is broken down for all faculty into the major categories that are listed below. These categories are based on percentages that total 100% regardless of FTE. This document will serve as a tool to capture and provide clarity surrounding the type of work COM-P faculty are performing.

Process

Faculty and their department leadership agree on the percentage distribution in terms of where faculty devote their time to each area. This is typically set at the original point of hire in the offer letter and agreed upon by department leadership, COM-P faculty affairs and the dean. Faculty workload tends to be consistent from year to year; however, at certain times it may be adjusted due to sabbatical, grants/awards, temporary alternative duty assignment or departmental or college needs. The value given to each area should represent the percentage effort over the course of an entire academic or fiscal year, not by semester.

Workload should be reviewed annually by the faculty member and the department leadership during the annual performance review process in accordance with [UHAP Policy 3.2.01](#). By May, department leadership should submit workload assignments for each faculty member into UAccess via the [Workload Tool](#). Faculty will review the assignments and discuss any discrepancies or updates with department leadership prior to the start of the next academic year.

Categories

Research/Scholarship/Creative Activity

Examples may include, but are not limited to publications, books, grants, exhibitions, creative activity, performances, patents, conduct of research, management of a research program, writing and submitting funding proposals, presentation of research at professional conferences, symposia, workshops or meetings. More details can be found in the [COM-P P&T Guideline Appendices](#).

Teaching

Examples may include, but are not limited to, teaching classes (traditional or online), clinical teaching, developing curriculum, mentoring students, overseeing graduate student projects, advising/meeting with students or grading. More details can be found in the [COM-P P&T Guideline Appendices](#).

For COM-P graduate programs, the minimum enrollment for courses varies by program. Typically, it is between one to three students. For the Master of Medical Studies (MMS) program, students are in a cohort together throughout the entire program. If there will not be a cohort, faculty would be notified in February for the upcoming academic year. For the other graduate programs, it is up to the primary instructor to decide if the class will be cancelled.

COM-P does currently offer undergraduate programs or courses.



Service/Outreach

Examples may include, but are not limited to, peer reviews (journals, books, grants), leadership in national organizations, local and global community service as an expert in their field or internal university committees (department, college or university level). More details can be found in the [COM-P P&T Guideline Appendices](#).

Clinical Service

Examples may include, but are not limited to, patient care, development of clinical guidelines or educational tools for clinical care, program development or enhancement, evaluation of effectiveness of patient care and collaboration in clinical innovation. More details can be found in the [COM-P P&T Guideline Appendices](#).

Administrative Service

Examples may include, but are not limited to, administrative positions within the institution, such as department chair, assistant dean, associate dean, senior associate dean, vice dean, vice chair, division chief, section chief, director, co-director, etc.. More details can be found in the [COM-P P&T Guideline Appendices](#).

Templates

The templates described in the following sections are intended to serve as a starting point but should be considered malleable enough that they may be shaped to fit the context of individual faculty in the specific programs. In configuring workload, important consideration should be placed on annual performance review criteria and [promotion criteria](#) to ensure the continued success of the faculty member.

The below templates are used for tenure, career and non-tenure eligible faculty who hold an assistant, associate or full professor faculty appointment. COM-P does not employ continuing status/continuing status eligible, lecturer, adjunct or instructor faculty.

Tenure Track

Tenure/Tenure-Eligible (Basic Science)	
Teaching	5-20%
Research*	50-90%
Service	5-10%

*At COM-P, after any start-up period, research DOE is tightly linked to federal funding that supports salary.

Tenure/Tenure-Eligible (Clinical)	
Teaching	5-20%
Research	20-80%
Service	5-10%
Clinical Service	0-50%

Career Track and Non-tenure Eligible

Clinical Series	
Teaching	5-20%
Research	0-5%
Service	5-10%
Clinical Service	60-95%



Clinical Scholar	
Teaching	5-20%
Research	5-20%
Service	5-10%
Clinical Service	50-90%

Educator Scholar	
Teaching	20-90%
Research	5-10%
Service	5-10%

Research Series	
Teaching	<u>0-10%</u>
Research	80-100%
Service	<u>0-10%</u>

Notes

Teaching loads may be calculated differently. See department documents for additional information.

Clinical buy-down for educational and UME roles often encompass both the teaching portion and any administrative portion of the teaching role (e.g., clerkship director, CBI instructor, etc.).

Administrative time for department chairs, deans, center directors, division chiefs and vice chairs will be included in workload calculations and will be determined in the letter of offer or memo for that role.

Sources

1. [Faculty Workload Report_11.02.2023.pdf](#)
2. [Faculty Workload Distribution | UA Faculty Affairs](#)