

**College of Graduate Health Sciences
Administrative Effort Assignment**

Effort Categories

Service (administration):

Dean, Associate or Assistant Dean, Chair or Vice-Chair, Service Unit Director, Program or Track Director, College committee chair or member, special service or additional duty assignment, community engagement

Research:

Projects, grants, and communication preparation

Instruction:

Any student contact, directing student research, student faculty committees, seminar presentations

Clinical:

Any services or consultations for human and non-human subjects

Administrative Effort Assignment

Appointment Title	Baseline Effort	Comments
Faculty	5%	Additional administrative effort is assigned by chair, as necessary. Not to exceed 20% without permission of the Dean.
Program or Track Director	10-25%	Scaled to student population in program or track (see below)
Service Unit Director	25%	
Vice Chair	20%	
Chair	30%	
Assistant Dean	20-50%	Duty assignment by Dean cannot exceed 50%
Associate Dean	20-80%	Duty assignment by Dean commensurate with role
Dean	90%	Administrative effort may near 100%

Program and Track Directors:

1. Each Track Director is assigned 10% administrative effort.
2. Each Program Director is assigned an additional 15%, with an additional 5% for each increment of 25 students in the program.