

**College of Nursing
Administrative Effort Assignment**

Effort Categories

Service (administration):

Dean; Executive Associate, Associate, and Assistant Dean; Chair; Program Director; Concentration and Assistant Concentration Coordinator; Additional Duty Assignment

Research:

Projects, grants, and communication preparation

Instruction:

Any student contact, directing student research, student-faculty committees, lecture and seminar presentations

Clinical:

Any clinical or practice services or consultations for humans

The chart depicts the options available for appropriate faculty administrator appointments for each role.

Appointment Title	Baseline Effort	Comments
Faculty	0%	Additional administrative effort assigned by the Chair as necessary. Not to exceed 10% without permission of the Chair and Dean.
Program Directors	20 – 50%	May not exceed 20% without approval by the Chair and Dean.
Concentration Coordinators	15%	May not exceed 15% without approval by the Chair and Dean.
Assistant Concentration Coordinator	5%	May not exceed 10% without approval by the Chair and Dean.
RN-BSN Program Coordinator	5%	May not exceed 10% without approval by the Chair and Dean.
Department Chair	50 – 60%	Administrative effort cannot exceed 60% without Dean's approval.
Assistant Deans	20 – 50%	Administrative effort cannot exceed 50% without the Dean's approval.
Associate Deans	20 – 80%	Administrative effort cannot exceed 80% with the Dean's approval.
Executive Associate Deans	20 – 80%	Administrative effort may near 80% with the Dean's approval.
Dean	100%	Administrative effort may near 100%.

Administrative Data for the College of Nursing Administrators:

Title	Percent Effort Administrative
<u>Associate Vice Chancellor</u> Cynthia Russell	100%
<u>Dean</u> Wendy Likes	100%
<u>Chair</u> Mona Wicks	50%
<u>Program Director</u> Carolyn Graff	50%
<u>Faculty</u> Margaret T. Hartig	None*

*Note. Dr. Hartig does not have an administrative assignment. The College of Nursing lists administrative effort as service.