

## MEMORANDUM

**TO:** College of Health Sciences Faculty  
**FROM:** Judith L. Page, Ph.D., Department of Rehabilitation Sciences Chair  
Karen O. Skaff, Ph.D., Department of Clinical Sciences Chair  
**SUBJECT:** DOEs for 2009-2010  
**DATE:** 3/09/09

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It is time to prepare DOE assignments for the next academic year, i.e. July 1, 2009 to June 30, 2010. Please follow the steps below in completing your DOE.

- 1) Print out *Instructions for DOE Worksheet*.
- 2) Open and have available for your work the *DOE Calculator (2009-10 edition)* Excel spreadsheet. The spreadsheet calculates percentages for you based on numbers you enter.

**All DOE documents MUST be submitted electronically. Hard copy documents that are not accompanied by electronic versions will not be processed.** Please complete the following steps in the DOE preparation process:

- Step 1. Delete all previous templates of DOE instructions, DOE Calculation Assumptions, Faculty Activity Profiles, DOE Calculators, Faculty Letters of Agreement from your hard drives, floppy drives, files, etc. All the forms and instructions you need are on the website.
- Step 2. Read the *Instructions for DOE Calculator*. It contains both the calculation assumptions in use in CHS this year as well as specific directions regarding categories of the DOE and where activities should be credited. You should use the assumptions in calculating your DOE for each category. You will note that the calculation assumption for the base number of hours is 50 hours/week. All CHS faculty are to use the 50 hours/week base.
- Step 3. Call the Administrative Associate for your Department (Theresa Cook at ext. 80477; Anna Moore at ext 80513)) **by Wednesday, March 25** to schedule a DOE conference with your Department Chair. These meetings will take place between **April 08 and April 17**, unless extenuating circumstances necessitate different scheduling.
- Step 4. Meet with your Division Director to discuss your teaching assignments for the 2009-2010 academic year.

- Step 5 There is no longer a “Faculty Letter of Agreement” form for you to complete. Instead, selected details from the form have been included in the *DOE Calculator* spreadsheet.
- Step 6 Complete the *DOE Calculator* spreadsheet. Please be sure to complete all applicable spaces, including those that request a title, a description, or an account number. Be sure to complete the sections asking that you delineate **specific activities** you expect to accomplish during 2009-2010. Recognizing that plans may change during the year as new opportunities and new challenges arise, please be specific with your plans at this time, completing all items on the *DOE Calculator*. The specific activities listed will serve as benchmarks for the faculty evaluation process.
- Step 7 Submit your proposed DOE to your Division Director no later than **April 01, 2009**. You should provide both a hard copy and an electronic copy of your *DOE Calculator*.
- Step 8 The Division Director should review all proposed DOEs and request any needed changes. The Division Director should then submit electronic and hard copies of the *DOE Calculators* to their Chair no **later than April 06, 2009**.
- Step 9 Meet with your Chair **between April 08 and April 17** to discuss your proposed DOE and *specific activities*.
- Step 10 The Executive Council will meet to discuss and calibrate all proposed DOEs. Final discussions will be held between faculty members, Directors, and Chairs regarding any needed changes.
- Step 11 Make any changes agreed to and return corrected electronic versions of your completed *DOE Calculator* spreadsheet to the Chair **no later than May 01, 2009**.
- Step 12 Data for official DOEs will be entered at the Department level and submitted to the Dean’s office for review and processing. **Completed/corrected DOEs will be returned to faculty for signatures no later than May 08, 2009**.
- Step 13 All DOEs should be signed and returned to the Department **no later than May 15, 2009**.

Note: **If you will not be on campus between May 08 and May 15, 2009, please leave signature authority with the Administrative Associate in your Department.**

Please recognize that your DOE will serve as the basis for your annual performance review. Any changes (over 5%) in your DOE throughout the year should be reported by completing a *Change of Effort Status* (CES) form, available through the Department office.