

MEMORANDUM

TO: College of Health Sciences Faculty
FROM: Janice Kuperstein, Ph.D., Department of Rehabilitation Sciences Chair
Karen O. Skaff, Ph.D., Department of Clinical Sciences Chair
SUBJECT: Procedure for completing 2011-2012 DOEs
DATE: 3/010/11

- Print out or have available the *Instructions for DOE Calculations Worksheet*. It contains the calculation assumptions used in the CHS and specific directions about DOE categories and where activities are credited. Use the assumptions in calculating your DOE for each category.
- Open the 2011-2012 *DOE Calculation Worksheet*. This spreadsheet calculates percentages for you based on numbers you enter. **SAVE THE WORKSHEET TO YOUR COMPUTER BEFORE MAKING CHANGES OR ENTRIES.**

NOTE: All DOE documents MUST be submitted electronically. Hard copy documents unaccompanied by electronic versions will not be processed.

- Step 1 Call the Department Administrative Associate (Theresa Cook - 80477; Anna Moore - 80513) **by Wednesday, March 23** to schedule a DOE conference with your Chair. Meetings will occur between **April 06 and April 15** unless otherwise negotiated.
- Step 2 Meet with your Division Director to discuss your 2011-2012 teaching assignment.
- Step 3 Complete the *DOE Calculation Worksheet*. Fill in all applicable spaces, including those that request a title, description, or account number. Complete the sections asking you to delineate **specific activities** you expect to accomplish. Recognizing that plans may change during the year, be specific about your plans at this time. These activities will serve as benchmarks for the faculty evaluation.
- Step 4 Submit your proposed DOE to your Division Director no later than **March 31, 2011**. Provide both a hard copy and an electronic copy of the completed *Worksheet*.
- Step 5 The Division Director will review DOEs for needed changes. The Director will submit electronic and hard copies of the *Worksheets* to the Chair by **April 04, 2011**.
- Step 6 Meet with your Chair **between April 06 and April 15** to discuss your DOE.
- Step 7 Following a DOE review by Administrative Council, final discussions will be held between faculty members, Directors, and Chairs regarding any changes.
- Step 8 Submit corrected electronic *Worksheets* to the Chair by **April 29, 2011**.
- Step 9 Official DOEs will be entered by the Department and submitted to the Dean's office. **Completed/corrected DOEs will be returned to faculty by May 06, 2011**.
- Step 10 DOEs should be signed and returned to the Department by **May 13, 2011**.

NOTE: If you will not be on campus between May 06 and May 13, 2011, leave signature authority with the Administrative Associate in your Department.

NOTE: The DOE serves as the basis for the annual performance review. Changes of more than 5% in the DOE should be reported using a *Change of Effort Status* (CES) form, available in the Department office.

NOTE: Faculty are responsible for maintaining electronic copies of the *DOE Calculation Worksheet* for use in future years. These are not maintained in the Dean's Office and Departments are not required to maintain them.