

# INSTRUCTIONS FOR DOE CALCULATION WORKSHEET 2011-2012

## COLLEGE OF HEALTH SCIENCES

**IMPORTANT CHANGES:** Please read the following information concerning changes in the DOE Worksheet and the DOE process. These changes are the result of input received from faculty.

- Faculty who completed the 2010-2011 Worksheet will receive a copy of their worksheet from Rena containing information provided in 2010-2011; new faculty will receive an empty DOE Worksheet
- **IMPORTANT:** Faculty should save their Worksheets to their computer before entering or changing information. Otherwise, it may not be possible to save changes, and that is not fun!
- The Worksheets will have the correct year listed at the top (2011-2012).
- Faculty members can enter information and make changes in content throughout the document **EXCEPT** for formulas. The formulas remain locked. When writing in text boxes, the text should now wrap from one line to the next.
- Faculty can add rows to any section to enter more courses or other activities as needed; do this in the same way you add rows to any table in MS Word.
- Faculty may not add columns or expand the columns because of the potential of making tables so wide that they will run off the page.
- **VERY IMPORTANT:** The DOE Worksheet is to be used by faculty in future years for preparing DOEs. Faculty can change the dates and modify content as noted above. The Dean's office does **NOT** keep electronic copies of the DOEs. The Department may keep electronic copies, but they are not obligated to do so. **SO, it is up to faculty to maintain electronic copies of their worksheet and use it to make changes in subsequent years. If faculty fail to do so, they may have to obtain an empty form and start over from year to year.**

### Base Number of Hours

The base number of hours worked per faculty is 10 hours per day (50 hours per week), 22 working days/month, 261 possible working days per year, minus vacation (22 days for 10-, 11-, and 12-month employees), paid holidays (12 days/year for all faculty), and time not employed by the university (22 days for 11-month and 44 days for 10-month employees). Thus, calculations are as follows:

- 10-month faculty: 1,850 hours per year (185 days or 37 weeks)
- 11-month faculty: 2,050 hours per year (205 days or 41 weeks)
- 12-month faculty 2,250 hours per year (225 days or 45 weeks)

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### INSTRUCTION

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#### Assumptions:

1. **Standard Lecture Courses:**
  - 1 credit hour lecture = 16 contact hours/semester
    - 3.8 hours of pre- and post-class preparation per contact hour
    - Variations must be negotiated on a case-by-case basis
  - DOE allowed per 1 credit hour
    - 10-month = 4.2% of total DOE per credit hour
    - 11-month = 3.7% of total DOE per credit hour
    - 12-month = 3.4% of total DOE per credit hour

- DOE should be adjusted accordingly for:
    - Excessively high (increase DOE) or low (decrease DOE) enrollment
    - Courses that are team taught (decrease individual DOE)
    - Faculty member serves as a course director, but not as sole instructor (decrease DOE)
    - Extended travel (increase DOE)
    - Delivery mode requiring considerable change in DOE
    - Multiple sections of same course (e.g. if taught twice, total pre-post = 4 hours)
2. **Separate Laboratory Courses:**
- 1 credit hour of laboratory = 32 contact hours/semester
  - 1.5 hours of pre- and post-class preparation per contact hour
  - Variations must be negotiated on a case-by-case basis.
  - DOE allowed per 1 credit hour
    - 10-month = 4.3% of total DOE per credit hour
    - 11-month = 3.9% of total DOE per credit hour
    - 12-month = 3.6% of total DOE per credit hour
  - DOE should be decreased accordingly for:
    - Use of laboratory assistants
    - Another faculty responsible for lab prep or grading (e.g. 0.5 hours pre-post factor for each contact hour if not responsible for lab preparation, grading, etc.)
- NOTE:** Combination Lecture/Lab Courses should be adjusted based on criteria above (e.g., 2 hr lec/1 hr lab = 64 contact hours; 32 for 2 credits lecture and 32 for 1 credit lab).
3. **Clinical Courses**
- Percentage of DOE calculated based on actual hours involved.
    - Must justify
4. **Advising**
- Undergraduate students = 1 hour per semester per advisee
  - Professional degree students = 1 hour per semester per advisee
  - Master's students
    - Non-thesis = 1 hour per semester per advisee
    - Thesis Chair = 25 hours per year per advisee
    - Thesis Committee = 5 hours per year per advisee
  - Doctoral students
    - Academic Advisor, pre-qualifying exam = 1 hour per semester per advisee
    - Academic Advisory Committee, pre-qualifying exam = 1 hour per semester per advisee
    - Dissertation Committee Chair = 50 hours per year per advisee
    - Dissertation Committee = 5 hours per year per advisee
  - Post-doctoral students – To be negotiated with the Chair; the expectation is that most mentoring will be credited under Research and Scholarship.
  - Exclude advising conducted as part of formally assigned position as DGS or Undergraduate Coordinator, etc. These are credited under Administration.
  - Exclude research advising/mentoring that is credited under Research, Scholarship & Other Creative Activities.
5. **Curriculum Development** (must justify)
- Development of new courses/programs
  - Major revision of existing courses/programs (this does not include customary updating or revision necessitated by selection of a new textbook)
6. **Continuing Education**
- Exclude poster sessions and presentations as part of a professional conference; take credit under Research and Scholarship.

7. **Other Instruction and Education (*to be used only for clinical coordination*)**
  - DOE should be calculated based on actual hours involved and must be justified.

**Instructions for Completing the Form:**

1. Under each semester heading, list each course you expect to teach. If you teach a course more than one semester, list the course under each semester that you teach it.
2. List each course by prefix and number (*exclude* all or portions of courses for which you receive overload pay or extra summer school pay –these are not part of your contract period duties).
  - Enter the course title, credit hours, course type\*, expected student enrollment, your roles\*\*, and percent of course for which you are responsible in the appropriate columns.
  - \*Use pull-down menu to indicate course type as follows:
 

LEC=Lecture	RSD = Residency	CL/ROT=Clerkship & Rotations
LAB=Lab	PRA=Practicum	Other
L/L=Lecture & Lab	RES=Research	
IND=Independent Study	SEM=Seminar	
  - \*\*Use pull-down menu to indicate your primary and, if appropriate, secondary roles in the course as follows:
 

SI =Sole Instructor	CD= Course Director
Co-I= Co-Instructor	GL=Guest Lecturer
LD= Lab Director	Other
LA=Lab Assistant	
  - Formal contact hours = actual scheduled class meeting times
  - Other contact hours = instructional time outside formal meeting hours
  - Travel, prep and grading = all course effort excluding contact hours
3. For advising, follow guidelines above, making sure to enter the # of students and *total* advising contact hours in the columns. For example, 2 master’s students thesis chair @ 25 hours per student = 50 total advising contact hours.
4. Curriculum development – follow guidelines above (does not include course or curriculum enhancements or updates). Indicate whether the activity is for a new course/program or a major revision. Complete the Description of Activities as instructed.
5. Continuing education you deliver – used for non-credit or CEU-generating activities. Include name, CE sponsor, dates, and your role in the CE activity.
  - Exclude overload assignments for which you receive additional compensation.
6. Other instruction – Sample activities include guest presentations, etc. Complete the Description of Activities section as instructed. For clinical coordination only, include the administrative portion of clinical courses. Instruction for clinical courses should be included under *A. General Academic Instruction*.
7. Sponsored instructional education – See definition of sponsored activities (end of document)\*.
  - Indicate % effort, project title, agency, your role, funding amount, funding period, and account #. Use the pull down menu to indicate your role as follows:
 

PI= Principal Investigator	Co-I=Co-Investigator
Co-PI = Co Principal Investigator (must be recognized as such by the funding agency; otherwise, use Co-I)	Con/Col=Consultant/Collaborator
	Other
8. Use the *Comment* boxes to justify requested DOE adjustments and/or explain activities not covered.

**RESEARCH AND SCHOLARSHIP**

**Assumptions:**

1. All regular, special, and research title series faculty should have DOE allocated for research and scholarship.
  - Percent of DOE allotted is based on
    - Title series
    - Funding needs
    - Divisional needs
    - Negotiation with the Chair

- For each 10% allocation for Research and Scholarship, productivity expectations are
  - One quality, refereed manuscript published in the year under review (markers of quality include, but may not be limited to reputation of journal, type of manuscript, recognition earned, level or contribution), OR
  - One published chapter, OR
  - Two refereed presentations at regional, national or international events, AND/OR
  - Grant submissions
- NOTE: The productivity expectations noted above serve as guidelines for DOE allocation. However, they may not be sufficient for promotion and tenure or for title series and should be negotiated with the Chair.
- Exclude reviewing manuscripts or serving as a journal editor or on editorial boards. (Take credit under Professional Service).

**Instructions for Completing the Form:**

1. **Non-Sponsored Research, Scholarship and Creative Activities**
  - Include activities that are not separately budgeted and accounted for.
  - Include research funded from regular departmental accounts.
  - This is also referred to as individual and departmental research.
  - Include a list/description of planned activities and projects and % effort.
2. **Sponsored Research, Scholarship and Creative Activities**
  - See definition of sponsored activities (end of document).
  - Include activities that are separately budgeted and accounted for, such as NIH grants, foundation awards, contracts, and Research Committee awards.
  - Indicate % effort, project title, agency, your role, funding amount, funding period, and account #. Use the pull down menu to indicate your role. (See #7 under Instruction in previous section).
3. Use the *Comment* box to justify requested DOE adjustments and/or explain activities not covered.

**SERVICE**

**Assumptions:**

1. Service (excluding clinical practice) should be approximately 5%-8% and should not exceed 10%.
4. Service commitments greater than 10% MUST be negotiated with the Division Director and Department Chair.
2. Activities involve providing service to others.
3. Primary benefits should accrue not to you, but to others.
4. Do not take credit for community service unrelated to your professional expertise.

**Instructions for Completing the Form:**

1. Service to public
  - Include only the service that is related to your professional expertise, e.g., consulting work or serving on a community board related to your expertise.
    - Exclude service due to your status as a community member only, e.g., civic or religious service.
    - Exclude community courses that result in the awarding of CEUs.
    - Exclude overload assignments for which you receive additional compensation.
  - Complete the description of activities/project description section.
2. Service to profession
  - The primary benefit is to your professional organization or academic discipline, not to your own professional development.
    - Examples include: manuscript reviewing, serving on editorial boards or NIH study sections, holding an office in a professional organization.
  - Complete the description of activities/project section.

3. Service to Institution
  - Divide activities into College and Department versus University level.
  - Include committee work.
    - Exclude service to UK resulting from a formally assigned position, such as that of a department chair, division head, or center director. (Take credit under Administration.)
  - Complete the description of activities/project section.
4. Patient Care Unrelated to Instruction
  - Include service to in-patients and out-patients.
  - Divide activities into
    - Direct Patient Care and Clinical Services
    - Quality Assurance Activities
    - Other Clinical Services.
  - Complete the description of activities/project section.
5. Sponsored service
  - See definition of sponsored activities.
  - Indicate % effort, project title, agency, your role, funding amount, funding period, and account #. Use the pull down menu to indicate your role. (See #7 under Instruction in previous section).
6. Use the *Comment* box to justify requested DOE adjustments and/or explain activities not covered.

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## **ADMINISTRATION**

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### **Assumptions:**

1. Standard percentages of DOE
  - Division Director - 20% ( may be negotiated higher or lower based on number of faculty and division complexity)
  - Director of Graduate Studies - 12% ( may be negotiated higher or lower based on number of students)
  - Other administrative duties - internally negotiated

### **Instructions for Completing the Form:**

1. Include activities that provide administrative support and management direction to instruction, research, and service programs of the University.
2. Include responsibilities associated with positions such as department chairperson, division director, center director, program director or clinic director.
3. Exclude activities related to committee work and accounted for under instruction, research or service.
4. Exclude activities for elected positions such as Faculty Senate Chair. (Take credit under Service).
5. Divide activities into categories as indicated on the DOE Worksheet and describe your role or activities.
6. Sponsored administration
  - See definition of sponsored activities.
  - Indicate % effort, project title, agency, your role, funding amount, funding period, and account #. Use the pull down menu to indicate your role. (See #7 under Instruction in previous section).
7. Use the *Comment* box to justify requested DOE adjustments and/or explain activities not covered.

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## PROFESSIONAL DEVELOPMENT

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### Assumptions:

1. With the exception of sabbatical leave, professional development should not exceed 2%, unless justified and negotiated with Chair.

### Instructions for Completing the Form:

1. Include activities that promote faculty development (e.g. attending professional meetings; sabbatical leave).
2. For sabbatical leave, indicate beginning and ending dates.
3. Exclude activities for which credit is claimed in another section (e.g. research presentation).
4. Describe the activities as requested.
5. Sponsored professional development
  - See definition of sponsored activities.
  - Indicate % effort, project title, agency, your role, funding amount, funding period, and account #. Use the pull down menu to indicate your role. (See #7 under Instruction in previous section).
6. Use the *Comment* box to justify requested DOE adjustments and/or explain activities not covered.

### **Definition of Sponsored Activities**

Include all separately budgeted and accounted for activities. Include activities sponsored by federal and non-federal agencies and organizations as well as activities separately budgeted by the institution through an internal allocation of institutional funds. **Include effort on a discrete separately budgeted project even if such effort is not charged to the project, e.g., mandatory, committed or voluntary cost sharing and matching.** (NOTE: To be considered as part of a discrete separately budgeted sponsored project, the activity should actually be a part of the effort originally contemplated when the project was described or proposed for funding, or the activity was unforeseen when the project was initiated but found to be necessary in the course of the project in order to meet project goals. Effort related in a general way to the project, but not an integral part of it and not charged to it or any other separately budgeted project, should be included under one of the instructional activities.)