

**Annual Work Assignment Instructions and Key Points**

- 1. Decanal and Joint Appointments:** In the top right hand corner of the first page please notice a section for department FTE, decanal FTE and joint FTE. This area will distinguish what part of the faculty FTE is assigned to these different areas (if applicable). Example: If a faculty member has a 30% decanal appointment, then the Department FTE will be 0.7 and the Decanal appointment = 0.3 and TOTAL FTE = 1.0. Your AWP for this individual will only describe the 0.7 FTE that is in your department. You will then need to provide more explanation of joint or decanal appointments on the last page where it's labeled "Explanation of other assignment". For the first example above, this could be Assigned as Associate Dean of \_\_\_ for 30% of their job. For joint appointments, the faculty member will have a second Annual Work Plan from the second department that describes their assignment for that component of their work plan. Work plans and performance reviews should be completed by each department in which the FTE time is spent. Joint departments must do their own annual work plans and performance reviews. Decanal staff will be assigned and reviewed through their office of appointment.
- 2. Subcategories of each main section:** For each of the three main sections (Service, Teaching, Research) there are between 2-3 subcategories. Each section of subcategories add automatically to the main categories. And the three main categories plus the Additional appointment (joint and decanal) will then add to the TOTAL number on page 2, which should always be 100%. If this total isn't 100%, the total box will turn red. Faculty that are 0.82 FTE or part time should still have a 100% work assignment. The first page upper right hand box will state that they are 0.82 FTE or less.
- 3. Separation of Clinical work into pure clinical and clinical while teaching:** Clinical work that is done while teaching trainees (fellows, residents, students) can be listed under Clinical service work that produces wRVUs, or on page 2 under Teaching (Teaching that is done during clinical service producing wRVUs). For most clinicians, the majority of clinical work that is done with trainees is probably majority clinical, but variations across departments and divisions can occur. But these two lines added up together should represent all the time that is spent during clinical work that generates wRVUs.
- 4. Clinical work that is under contract:** There is a subcategory under the clinical service category that is for clinical work paid for by contract where there are no wRVUs generated by the physician. An example may be clinical work contracted at the VA or an outlying facility where no ULP charges are generated
- 5. Non-Clinical Service:** This category generally refers to department, hospital, university, and national committee work, journal article reviews, editorial boards, or other non-clinical activities. Time spent in clinical leadership roles (medical director, trauma service director, etc) should be placed in the appropriate subcategory of Clinical Service.
- 6. Clinical, teaching and research schedules are variable:** We recognize that most of faculty have day to day and week to week changes in their schedules, and sometimes change during the year. The annual work assignment represents the best estimate for what is anticipated to be their work assignment divided into the main categories.
- 7. Tenure track or probationary track faculty:** Individuals on the tenure track, but not yet tenured need to have a minimum of 20% work assignment in Research, and need to have an assignment in each of the three main areas of Service, Research and Teaching per Redbook requirements.
- 8. Major area of work assignment for promotion, tenure and PCR:** For those eligible for promotion, tenure and PCR, there needs to be an area of work assignment that is designated for the next promotion, award of tenure and/or PCR. This has to be an area that is at least 20% of the work assignment per SOM PAT document.

Name:

Dept FTE:

Department:

Decanal FTE\*:

Division (if applicable):

Joint FTE\*:

Total FTE:

\*Work assignment and performance reviews should be completed by each department/office in which the FTE time is spent

**% Service (Probationary faculty must have a service work assignment)**

***% Service must be split into these areas:***

**% Clinical Service:** time spent providing direct patient care, RVU generating, or leadership role that relates to care for patients

% Clinical Inpatient/Outpatient efforts (wRVU Generating Effort)

% Clinical assignment fully paid by contract (billing done by outside contracting entity)

% Clinical assigned to administrative clinical leadership roles

Your clinical service activities/expectations:

**% Service to Research:** service to other primary researchers that is critical part of the research team

Your service to research activities will include:

**% Non-Clinical Service (School/Community Service):** service responsibilities not related to clinical work including committees, non-clinical administrative duties, national obligations, etc.

Your non-clinical service activities will include:

**% Teaching (Probationary faculty must have a teaching work assignment)**

**% Teaching must be split into these areas:**

- % Teaching assigned to lectures, workshops, seminars, preparing presentations, etc.
- % Teaching during clinical work that is not already accounted for in above clinical service work assignment (wRVU generating effort)
- % Teaching assigned to administrative education leadership roles

Your teaching activities/expectations:

\*If a member of the graduate faculty, include responsibility for graduate education.

**% Research (Probationary faculty must have at least a 20% assigned research)**

**% Research must be split into these areas:**

- % Research Activities
- % Research assigned to administrative research leadership roles

Your research activities/expectations:

**% Other Assignment (Joint or Decanal)**

Explanation of other assignment:

**% Total: must be 100% regardless of FTE**

Select ONE area from dropdown that meets or exceeds 20% for which excellence will be required for next promotion and/or tenure or Periodic Career Review:

I am in receipt of this annual work plan:

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Department Chair Signature

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Faculty Signature

Date

cc: Vice Dean for Faculty Affairs and Advancement