

Administrative Effort Assignment

College of Medicine-Memphis 2022

“Administrative Effort” in the College of Medicine is broadly defined as duties which involve managing faculty, staff, and trainees, and overseeing/organizing activities associated with multiple missions of UTHSC. Typically, these administrative efforts also have a budget which must be managed for successful completion of the cross-cutting duties.

Although “Administrative Effort” is included in the “Service” mission effort for a faculty member, there are many additional activities in the “Service” mission which are not considered “Administrative Effort”. An example of this is Director of a research service core. This leadership role is typically associated with only the research mission. Further, many teaching leadership roles (Course Director, Clerkship Director, Program Director) have oversight and organizational activities, but these duties are considered part of the faculty teaching mission rather than pure “Administrative Effort”.

| Appointment Title | Baseline Effort | Comments |
|----------------------------|------------------|---|
| Vice Chair or Chief | 10 ± 5% | Assigned efforts at or below the baseline range are associated with smaller units and duties, while at or above the higher portion of the range is associated with significant reorganization needed in the unit. Effort assignments for Division Chiefs tend to be more fluid annually as assignments, i.e. recruiting, can change yearly. |
| Chair | 20-35% | Lower % effort is for small departments with minimal teaching, while higher % effort is for departments with a large number of faculty and/or complex and extensive teaching obligations. |
| Director | 30-40% | Lower % is associated with Centers or Institutes that have fewer members and are dedicated to one mission, while higher % is for Centers or Institutes that are larger or have more complex missions. |
| Assistant & Associate Dean | High Variability | Effort Assignment is based extensively on duties assigned and expected hours/week in order to complete assignments. |
| Dean | 80-100 | Exact effort in administrative assignment typically depends on lesser time allocations in research and/or clinical care |