

Dear College of Medicine Faculty,

Over the summer, the Faculty Metrics Committee has met to design a new workload form to be used annually in conjunction with each Departmental Annual Report. This form would replace the current Faculty Workload Form at a future date.

The goal of this new workload form is, as requested by the administration, to provide a measure of the productivity of the faculty. As documented by the COM Council faculty survey this past spring, the faculty feel that past metrics forms failed to measure important aspects of the work they do and valued quantity of output over quality. The committee has therefore tried to include additional important faculty activities on the revised form and to reward high quality work.

The form is set up with tabs for areas of work and service, such as clinical work and external activities. The Summary Sheet is **automatically** filled in with information from those tabs. Each activity is assigned “work units” with additional “bonus units” given for measures of quality. Many of these values are based on the faculty performance measures chart agreed upon by the COM Research Advisory Council *circa* 2006. They have also been informed by published literature on faculty workload metrics used at other medical schools and institutions. We have also incorporated specific faculty recommendations gleaned from the survey.

THIS FORM WILL BE REVISED in response to your recommendations. In particular, we would like feedback on (1) whether the overall difficulty of reaching the target of 2000 work units is reasonable – and if not by how many units the average faculty member in your track is likely to fall short, (2) whether any individual activity is inappropriately weighted in relation to other activities in its category, and (3) any faculty activities you believe should be added or removed (please include a justification).

Once revised, we hope that the metrics form will strike a balance between including too much detail and capturing the important activities of the faculty. Ideally ~90% of the faculty should have no difficulty reaching the 2000 unit goal. The COM Council executive committee needs your constructive feedback because it wants to be sure that the faculty as a whole choose to implement this new system before it is put into action and that it is used responsibly by the administration. Please send comments to [JenniferW.Hill@utoledo.edu](mailto:JenniferW.Hill@utoledo.edu). Please include your faculty track and whether you spend the majority of your time on educational, clinical, research, or administrative activities. Thank you in advance for your participation.

The Faculty Workload Metrics Committee,

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