

**College of Medicine and Life Sciences
2017-2018 Faculty Effort Assignment**

Department Chairs will assign effort of all faculty members in the UT College of Medicine and Life Sciences amongst five categories: **Clinical, Administrative, Research, Teaching, and Service (CARTS)**. Please complete the provided worksheet using the following definitions and examples. Effort should be based on a minimum of 45 weeks per year and 50 hours per week for clinical faculty and 45 hours per week for non-clinical faculty. Total effort for each faculty member must total 100%.

Clinical Activity

Time spent on patient care services for which a professional fee to a patient is generated, including in the presence of learners (i.e. residents, fellows, medical students, etc.). Report clinical effort with and without students. Examples of Clinical Activities include:

- All outpatient or inpatient activity from which a patient bill can be generated.
- All procedural, surgical and laboratory activities from which a billable encounter can be generated.
- Professional services call coverage, in-house and off-site, that may result in a billable encounter. (Routine off-site, telephonic call shared amongst a group; e.g. rotating weekdays and weekends for an office practice is not included)

Administrative Activity

Faculty time attributable to administrative duties associated with and requested by UTMC or other hospitals and patient care facilities, the College of Medicine and Life Sciences, and UT. Examples of Administrative Activities include:

- Medical directorships; oversight for all aspects of patient care for a particular service.
- Department administration (e.g. division chief, program director, clerkship director, etc.)
- UT, UTMC and College administration (e.g. course directors, associate deans, Medical Staff officers, IRB, etc.)

Research Activity

Faculty effort associated with organized research activities regardless of whether the activity is externally, internally, or indirectly funded or unfunded. Examples of Research Activities include:

- Efforts related to grant or study preparation and administration
- Conduct of research techniques and protocols
- Editing, publishing, presentation of related research materials; literature reviews
- Invention and intellectual property development and associated work with Technology Transfer

Teaching Activity

Faculty effort engaged in the education of medical students, graduate students, residents, fellows, postdoctoral trainees, and other learners, as well as academic and career advising of medical students. Examples of Teaching Activities include:

- Didactic instruction and related preparation time, including lecture and small group facilitation.
- Time spent by faculty with learners in research-related meetings and educational activities.
- Precepting of students in simulation labs and standardized patients.
- Academic and career advising of medical students
- Grand Rounds presentations

Service Activity

Faculty efforts involving outreach or engagement, acknowledged by UT, that support the advancement of the College of Medicine and Life Sciences missions. Examples of Service Activities include:

- Advising student organizations and participating in student programs.
- Journal editorships and editorial board service
- Participation on institutional committees (i.e. Admissions, APT, IRB, IACUC, curriculum, etc.)
- Service on national/international professional societies and research grant review committees.