

FTE Monitoring

Each faculty member is asked to self-report on a regular basis, with intermittent updates as appropriate, their amount of time out of their 1.0 FTE dedicated to the following areas by entering their data, as applicable based on their specific assignments, in an Excel workbook or online form that collects the following data:

- Teaching (with subsections relating to lectures, mentorship, small groups, DLAs, IMCQs, question writing, office hours, clinical teaching, practical, wet and simulation labs, etc.)
- Research
- Administration (including stipend positions such as department chair and Course Director)
- Service

All other items allow for reporting by those SOM faculty who contribute to other programs, including preclinical courses that are part of the preclinical and charter foundation programs pathway routes to MD, that are administered via the School of Arts and Sciences.

The cumulative percentages of their 1.0 FTE dedicated to each of the above areas for each individual faculty member is then reviewed by the department chair before it is submitted to the office of the senior associate dean of basic sciences. The assistant dean for faculty affairs oversees the FTE data collection and process, on behalf of that office. The senior associate dean of basic Sciences then reviews the departmental FTEs and discusses workloads or any modifications to such that are needed with the department chair.