This document is intended to guide equitable agreements between faculty members, division chiefs, and department chairs as they negotiate the DOE with faculty and should not impose inflexible formulas upon these agreements. DOE agreements should account appropriately for allocation of university resources, including faculty time, and should reasonably reflect the job description and offer letter, and agreement between faculty members, their division chief, the department chair, and other administrators as applicable (e.g., Associate Dean for Research) on assignments and workload. DOE agreements should be based on the amount of time worked in a year (e.g., a 40-hour work week minus allowed vacation days translates into ~1900 annual hours of work annually) noting that some faculty will work more than a 40-hour work week and may or may not take all their entitled vacation days. The minimum expectation, however, is that a full-time faculty will perform at least 1808 work hours annually.

TEACHING COURSES: Percentages are based on being the Course Director with 1-credit hour course = 3.3% effort, a 2-credit hour course= 6.7% effort, and a 3-credit hour course = 10% effort. These calculations include all teaching related activities to being the Course Director. Exception noted below.

Category - Course Director of a 3 credit hour course	Percent DOE 12-month appointment
DMD Professional Course or Undergrad or Grad Class, <70 students*	10%
DMD Professional Preclinical Laboratory Course (e.g., D611)	10% up to 15%

* Includes general academic instruction/classroom teaching, webinars, and clinical teaching. A higher percentage can be negotiated if class size > 70 students or if there is extensive grading outside normal class hours. Note: instructors, lecturers, clinical attendees who are not course directors should come to agreement with their Chair on the % effort based on the number of contact hours spent with learners.

Supplemental instructional DOE may be negotiated for the following:

Small group sessions (% per extra section taught)	2%
First time class preparations	Up to 5%
First time distance education class preparation	Up to 10%
Clinical classes**	Depends on contact time; negotiable

** The annual DOE for courses where faculty do not meet regularly with students is not tabulated like traditional courses. The DOE for these courses must be negotiated with department chairs. As an example, supervision of a clinical course where the instructor meets with students a total of 12 hours and assesses technical product outcomes might warrant 3% teaching DOE for a 12-month faculty member.

ADVISING, THESIS COMMITTEES & MENTORSHIP:

Category	Percent DOE
Advising per DMD or undergraduate (UG) student	0.2%
Thesis committee member per graduate student***	2%
Chair, graduate student committee (per student)	5%
Advising student organization, UG research, etc.	negotiated, typically 0-5%
Mentoring a student, resident or faculty (per individual)	2%

*** Note, starting in August 2017 UK's new faculty Effort Planning System (EPS), graduate student committee work including thesis or dissertation research direction, should be counted in the instructional supervision and advising category of DOE.

The following table provides the standardized method and specific examples for calculating the Instructional component of the DOE based on minimum recommended clinics/preclinical (D611) sessions (typically 3 hours each) per faculty member at the College.

Recommended Method for Standardized Calculations

Example DOE Instruction	Minimum # Clinics / D611 Sessions Per Week	Didactic Course Director 1 credit hour 3.3%	Didactic Course Director 2 credit hour 6.7%	Didactic Course Director 3 credit hour 10%	Allowable DOE Time for Advising* or Other Teaching Activity
20%	0 (0%)	-	-	20%	0%
20%	1 (10%)	-	6.70%	-	3%
30%	2 (20%)	-	-	10%	0%
30%	2 (20%)	3.3%	6.7%	-	0%
40%	2 (20%)	3.3%	6.7%	10%	0%
40%	2.5 (25%)	3.30%	6.70%	-	5%
50%	3 (30%)	-	6.70%	10%	3%
50%	3.5 (35%)	3.30%	6.70%	-	5%
50%	4 (40%)	3.30%	-	-	6.7%
60%	4 (40%)	3.30%	-	15% (D611 course)	1.7%
60%	4.5 (45%)	-	-	10%	5%
70%	5 (50%)	3.30%	6.70%	10%	0%
70%	5.5 (55%)	3.30%	6.70%	-	5%
70%	6 (60%)	-	-	-	10%
80%	6 (60%)	-	-	10%	10%
80%	6.5 (65%)	3.30%		10%	2%
80%	7 (70%)	-	6.70%	-	3%

*Maximum recommended for advising activity is 10%

RESEARCH - SCHOLARLY ACTIVITY:

Scholarship is generally defined as activities that reflect discovery, integration, or application that result in new intellectual understanding. Scholarship also possesses the qualities of excellence, capability for review by peers, and dissemination in the public domain. Scholarly activities include ideation, planning, and increasing understanding about a topic that result in investigative projects, manuscripts, texts, recordings, policies or guidelines, IRB applications, and grant writing, presentations and publications, editorials, special reports, as well as the administration of funded awards, grant activity oversight, innovations in the field (e.g., experimental curricula, electronic media, educational projects), and/or intellectual property development (e.g., patents and trademarks). The percentage of the DOE assigned to research should be commensurate with the time required to perform the duties and responsibilities associated with that activity and commensurate with grant financial support.

SERVICE:
Service involves committee or project work either in the Department, College, University or profession. Service also includes patient care, consultations, continuing education and/or

community presentations or courses given that may occur within or outside the College, as well as serving on editorial boards, advisory boards, as journal manuscript reviewer, or leadership in professional organizations. The percentage of DOE should be based on the number of times the service activity occurs times the amount of time the activity requires + preparation time on an annual basis. The DOE should reflect that being a Chair of a committee requires more effort than being a committee member, and being an editor requires more effort than being on the editorial board. For calculating the percentage of Service, the faculty member should exclude time for which she or he spends performing "Work Overload", as approved by the College. Service, if it is substantial, may, on an occasion, be justified for a DOE administrative assignment. For example, members of the University Senate rarely negotiate an administrative assignment, but members of Senate Council often agree on a 5-10% assigned DOE in university-level service.

PROFESSIONAL PATIENT CARE:
The provision of patient care is a component of the mission of the College and the profession. The percentage of DOE dedicated to patient care (typically appears in the Service category, but could be designated in its own separate category) should be based on the number of hours that patient care occurs on an annual basis together with preparation time, time required to write progress notes and referrals, and communicate with other health care providers involved in the patient's care. When teaching a student, resident or trainee occurs in conjunction with patient care, then the faculty member should designate the amount of time spent teaching (in Instruction/Teaching Category) and the amount of time spent in patient care (in the Service Category) with the separate amounts totally to the total amount of time in patient care.

ACADEMIC ADMINISTRATION:
Administration is generally defined as having duties and responsibilities either for 1) one or more supervisee's performance evaluations, 2) oversight of a clinic or program, or 3) oversight and responsibility for the financial status of a clinic or program. Starting in August 2017 with UK's new faculty Effort Planning System (EPS), Directorship of a program/clinic is to be recorded under the administration category of DOE. The percentage of DOE assigned to administration should be commensurate with the time required to perform this responsibility and is generally 10% as a program director or division chief, noting that a higher level maybe negotiated as appropriate up to 20%, with the chair and dean approval. Faculty who have administrative responsibilities that are College-, campus-, or beyond campus-wide are generally above 20% effort.

PROFESSIONAL DEVELOPMENT:
Professional development includes, but is not limited to, attendance at meetings to obtain the minimum requirements for continuing education by the profession (e.g., 15 hours annually in

Kentucky) as well as learning from the literature, various media sources, or attending a professional meeting, reviewing manuscripts for journals, preparing lectures given outside the College, or learning and developing new skills. A reasonable amount of time often agreed upon for Professional Development is 5%. A percentage above 5% should be justified and could include matriculation in a course(s) or a program, visiting professorship, or a sabbatical leave.

For more information on the Effort Planning System, which is the system of record for faculty distribution of effort, please see UK Administrative Regulation 3:8- Faculty Workload Policy.