Tool for Tracking Educational Activities at UTHSC [TEA@UTHSC]

The University of Tennessee Health Science Center
Memphis, Knoxville, & Chattanooga

UTHSC Faculty Affairs Work Group 2010-11
Cheryl Scheid, PhD, Vice Chancellor for Academic, Faculty and Student Affairs, Dean
CGHS

Cindy Russell, PhD, Assistant Vice Chancellor for Faculty Administration

Barbara Benstein, PhD, Assistant Dean, Allied Health Sciences

Peter Chyka, PharmD, Executive Associate Dean, Pharmacy

Lloyd George, DDS, MeD, JD, Associate Dean, Dentistry

Polly Hofmann, PhD, Associate Dean, Medicine

Susan Jacob, PhD, Executive Associate Dean, Nursing
Tool for Tracking Educational Activities at UTHSC [TEA@UTHSC]

**NOTE:** Workload credit for specific activities may vary by college and/or program; however, workload credit must be assigned uniformly within a given college/program. Colleges and/or programs may also establish a maximum per year workload credit for a given activity.

<table>
<thead>
<tr>
<th>Educational Activity/Definitions</th>
<th>Contact Hours</th>
<th>Workload Credit</th>
<th>Comments</th>
</tr>
</thead>
</table>
| **1. Clinical (Experiential) Teaching:** Includes activities where faculty supervise student-patient contact (inpatient or outpatient), where they teach as part of their clinical practice, and where they supervise or provide oversight for clinical teaching in various formats (clinical conferences, morning report, grand rounds, etc...)

1. a. Preceptor (oversight of student/patient interactions in inpatient, outpatient, and other settings) | 1 hr | 1.5 | Examples include overseeing/supervising multiple students while the students provide patient care |
| 1. b. Teaching as part of clinical practice (modeling clinical expertise for students) A. Inpatient setting | 1 hr | A. 2.0 hr/day; 56 hr/month max | Examples include teaching while attending, on rounds, or as part of providing clerkship experiences or clinical electives. |
| B. Outpatient setting | B. 1.5 hr/day; 56 hr/month max | | |
| 1. c. Clinical conferences, morning report, focused discussions | 1 hr | 3 hr for presenter/leader | Examples include case discussions, journal discussions, topic overviews. |
| 1. d. Grand Rounds | 1 hr | 12 hr for presenter/leader | |

Include additional program/college-specific activities not otherwise captured in Category 1

| 2. Lecture/didactic education: Includes activities in both face-to-face and distance-based contexts in which faculty provide structured/sequenced learning experiences |
|---------------------------------|---------------|-----------------|----------|
| 2. a. Lecture (new) | 1 hr | 6 | |
| 2. b. Lecture repeat | 1 hr | 3 | |
| 2. c. Teaching in a course with labor intensive elements (or developing an entirely new course) | 1 hr | 6 hr | Includes courses with intensive writing assignments, time-consuming evaluation / testing activities, numerous student interactions outside class, interprofessional enrollment or courses that require extensive updating each year (law, policy, therapies, etc...). |
| 2. d. Problem based Learning/Team based learning/Small Group Teaching | 1 hr | 1.5 hr for each faculty participant | |
2.e. Teaching in a Laboratory (traditional or simulation) | 1 hr | 1 hr | Additional credit should be provided when substantial lab setup required
2.f. On-line teaching | 1 hr | 4 hr | Credit may increase or decrease depending on class size and other elements
2.g. Journal Club (Basic Science format) | 1 hr | 3 hr for discussion leader 1 hr for general participation | 

Include additional program/college-specific activities not otherwise captured in Category 2

### 3. Advising / Mentoring:
Includes those activities where faculty provide advising and/or mentorship of some type to students.

| 3.a. Individual tutor, advisor | 1 hr | 1 hr |

3.b. Research mentor
A. Thesis/Dissertation
B. Project
A. 5 hr/week/student  
B. 2 hr/week/student
A. 250 hr/student/yr  
B. 100 hr/student max
Credits vary with type of project (dissertation projects > projects for Pharmacy residents, MDS students, project options, etc.)

3.c. Dissertation committee member (exam + supervisory)
2-4 hr/student/semester  
Up to 4/student committee

3.d. Group Tutorials, Group Advising | 1 hr | 2 hr |

Include additional program/college-specific activities not otherwise captured in Category 3

### 4. Educational Administration:
Includes those activities requiring faculty to manage and coordinate aspects of programs, tracks, options, and/or courses – whether lecture/didactic or clinical/fieldwork in nature.

| 4.a. Educational Director (directors of programs, tracks, options) | 10 hr/week | 300 hr/yr maximum | In some cases the amount of credit may be capped. In other cases the duties may be covered by additional compensation with individual negotiation.
4.b. Course Director (directors of lecture/didactic courses) | 10 hr/week | 300 hr/yr maximum |
4.c. Experiential Director (directors of clinical courses, clerkships, residencies, fieldwork, practicums) | 10 hr/week | 300 hr/yr maximum |

Include additional program/college-specific activities not otherwise captured in Category 4