| **ATTACHMENT A - CLASS ROOM BASED TEACHING** | | | |
| --- | --- | --- | --- |
| **EFFORT CATEGORIES** | **DIRECT CONTACT TIME** | **PREP TIME** | **EVALUATION ASSESSMENT/EXAM TIME** |
| **UME/GSBS** |  |  |  |
| **Course Lectures** | 1 hour for each hour | 20 hours per contact hour for New Lecture or New Lecturer  6 hours per contact hour for Same Lecture by Same Lecturer | SOM: Multiple Choice: 2 hours per hour of teaching  GSBS: (One Question) Written Exam: 10 minutes per question per student  (CTS Only) Substantive Paper Grading: 3 hours per student per written research proposal |
| **RAPS (Formal small group teaching as part of core course)** | 1 hour for each hour | 2.5 hours per contact hour | 10 minutes per student per problem set (Problem Sets represent 10% of total RAPS) |
| **Advanced Topics** | 1 hour for each hour | 6 hours per contact hour | 10 minutes per student per lecture  Presentations: 30 minutes prep time with students  Substantive Paper Grading: 3 hours per student per written research proposal |
| **Interactive Online Course Material (e.g. Lab Manuals)** |  | Wet and Dry Lab Course Materials - 30 hours per session for New Materials  8 hours per session for Revised Materials |  |
| **Interactive Online Course Material (e.g. Textbook, Primer, Atlas, Review Guides)** |  | Textbook and Atlas Materials –  1 hour for New Text Page  2 hours for New Image Page  20 minutes for Revised Page |  |
| **On-Line Asynchronous or Web 2.0 Teaching (Open for Discussion)**  **Definition – Web designed interactive module that applies web based module for teaching or blended learning.** | 1 hour for each hour | 6 hours per contact hour | N/A |
| **Review Session** | 1 hour for each hour | 2 hours per contact hour | N/A |
| **Development of Formal Large/Small Group Teaching Materials to be Delivered to All Students** |  | 20 hours per session for New Formal Large/Small Group  6 hours per session for Same or Revised Formal Large/Small Group |  |
| **Small Group, Journal Club, Curriculum Seminars, Chalk Talk, Conference, Panel Discussion (Graded Teaching Tracked By Registrar)** | 1 hour for each hour | 2 hours per contact hour | 10 minutes per student per problem set, otherwise no evaluation |
| **Large Groups** | 1 hour for each hour | 2 hours per contact hour | N/A |
| **Other (e.g. Welcome Back Lunch, Special Event, Orientation)** | 1 hour for each hour | N/A | N/A |
| **Student Presentations (GSBS)** | 1 hour for each hour | 2 hours per contact hour | 30 minutes per student |
| **UME** |  |  |  |
| **Exam w/Standardized Patients** | 1 hour for each hour | N/A | N/A |
| **Performance based assessment: SP, Role Play, Simulation Assessment** | 1 hour for each hour | 2 hours per contact hour | N/A |
| **Class –Based Labs** | (Computer Lab) 1 hour for each hour  (Wet Lab)1 hour for each hour | (Computer Lab) – 2 hours per contact hour  (Wet Lab) – 4 hours per contact hour | Multiple Choice: 2 hours per hour of teaching  Written Exam: 10 minutes per lecture per student |
| **PPS** | 1 hour for each hour | 1 hour per contact hour | N/A |
| **Practice Base Lectures** | 1 hour for each hour | 4 hours per contact hour | N/A |
| **Practice Base Interclerkship Assigned Teaching: Small Group, Lecture, Panel** | 1 hour for each hour | 2 hours per contact hour | N/A |
| **GME** |  |  |  |
| **Journal Club** | 1 hour for each hour | 2 hours per contact hour | N/A |
| **Housestaff Core Curriculum Lectures** | 1 hour for each hour | 4 hours per contact hour | N/A |

| **ATTACHMENT B - PRACTICE BASED TEACHING** | | | |
| --- | --- | --- | --- |
| **PRACTICE BASED ACTIVITY** | **DIRECT CONTACT TIME (HRS)** | **PREP TIME FOR CONTACT ACTIVITY (HRS)** | **EVALUATION ASSESSMENT/EXAM TIME**  **(HRS)** |
| **UME** |  |  |  |
| **Inpatient Clerkship Supervising Attending - UME students only** (definition: formally assigned, designated ward teaching attending ) | Hour for Hour |  |  |
| **Inpatient Clerkship Supervising Attending - UME students and GME residents combined** (Definition: formally assigned, designated ward teaching attending ) | Hour for Hour (Split according to # of UME students vs. GME residents to be defined by each clerkship, e.g. Medicine = 50/50 Split) |  |  |
| **Inpatient Clerkship Supervising Attending – Revenue generating with UME students and GME residents combined** (definition: formally assigned, designated ward teaching attending ) | Hour for Hour x 25% (Split according to # of UME students vs. GME residents to be defined by each clerkship, e.g. Medicine = 50/50 Split) |  |  |
| **Outpatient Clerkship Precepting** | 1 hour per ½ day session (including evaluation) |  |  |
| **Longitudinal Preceptor Program (LPP)** | 1 hour per ½ day session (including evaluation) |  |  |
| **Fourth year Hospital Based Clinical Experiences – UME students only (NON-BILLING):** (Definition: the assigned elective supervisor is designated faculty member who is responsible for supervising and evaluating the assigned elective student. This should include only assigned UMMS students and not visiting students. | Hour for Hour |  | 1 hour per student |
| **Fourth year Hospital Based Clinical Experiences – UME students and GME residents combined (NON-BILLING):** (Definition: the assigned elective supervisor is designated faculty member who is responsible for supervising and evaluating the assigned elective student. This should include only assigned UMMS students and not visiting students. | Hour for Hour (Split according to # of UME students vs. GME residents to be defined by each clerkship) |  | 1 hour per student |
| **Fourth year Hospital Based Clinical Experiences – REVENUE GENERATING with UME students and GME residents combined:** (Definition: the assigned elective supervisor is designated faculty member who is responsible for supervising and evaluating the assigned elective student. This should include only assigned UMMS students and not visiting students. | Hour for Hour x 25% (Split according to # of UME students vs. GME residents to be defined by each clerkship) |  | 1 hour per student |
| **Fourth year Elective Outpatient Precepting** | 1 hour per ½ day session (including evaluation) |  |  |
| **End of Third Year Assessment** | Hour for Hour |  |  |
| **Clerkship Specific Skills Instruction, e.g. EKG Instruction, Curriculum Simulation Center** | Hour for Hour |  |  |
| **Clerkship Curriculum Formative OSCE** | Hour for Hour |  |  |
| **Clerkship OSCE** | Hour for Hour |  |  |
| **PD I (Physical Diagnosis Course): Only one faculty member teaches.** | Hour for Hour |  | 4 hours |
| **PD II (Physical Diagnosis Precepting / Including skills session)** | Hour for Hour (including evaluation) | 30 minutes per session |  |
| **Subinternship Core Curriculum** | 2 hours per week |  | 1 hour per student |
| **GSBS** |  |  |  |
| **Graduate Student Thesis Research** | 2 hours per week per student |  |  |
| **Thesis Research Advisory Committee** | 2 hours per year per committee member | 2 hours per year per committee member |  |
| **Thesis Dissertation Exam Committee** | 2 hours per year per committee member | 12 hours per year per committee member |  |
| **Qualifying Exam Committee** | 3 hours per year per committee member | 6 hours per year per committee member |  |
| **Graduate Student Rotations** | 3 hours per week per student |  |  |
| **POSTDOCTORAL** |  |  |  |
| **Postdoctoral Training and Development (Fellowship, Manuscript)** | 1 hour per week per postdoc |  |  |
| **GME** |  |  |  |
| **Ward Teaching Attending – GME residents only** | Hour for Hour (including evaluation) |  |  |
| **Ward Teaching Attending – GME residents and UME students combined** | Hour for Hour (including evaluation) (Split according to # of UME students vs. GME residents to be defined by each clerkship) |  |  |
| **Ward Teaching Attending – Revenue generating with GME residents and UME students combined** | Hour for Hour x 25% (including evaluation)  (Split according to # of UME students vs. GME residents to be defined by each clerkship) |  |  |
| **Hospital and Clinic Based Procedures, e.g. Surgery, Radiology, Pathology** | ½ hour per every ½ day session |  |  |
| **Inpatient Services “Attending of Record” (If it’s part of revenue generating activity it will take longer)** | 1 hour per ½ day session |  |  |
| **Consult Attending (Case based teaching)** | 1 hour per ½ day session (including evaluation) |  |  |
| **Ambulatory (Outpatient) Clinical Precepting** | 1 hour per ½ day session (including evaluation) |  |  |
| **Morning Report Attending** | Hour for Hour |  |  |
| **Daily Conference** | Hour for Hour | 4 hours per conference |  |
| **M&M Preceptor** | Hour for Hour | 2 hours when GME faculty are giving session. |  |
| **Mock Oral Board Examiner** | Hour for Hour | - | 3 hours per year |
| **CEX examiner (Clinical Examination)** | Hour for Hour | - |  |
| **Simulation Lab** | Hour for Hour | 3 hours |  |
| **Research Fellowship Preceptor** | Hour for Hour |  |  |

| **ATTACHMENT C - LEADERSHIP ROLES**  **Percentage Effort metrics for leadership roles cover all administrative functions and responsibilities for course oversight and management. Any direct teaching activities by faculty serving in course leadership roles will be addressed under classroom based or practice based teaching effort.** | |
| --- | --- |
| **EFFORT CATEGORIES** | **% EFFORT** |
| **UME** |  |
| **Course Director** | If Co-Course Director – Split between the two  Established Course = 3.5 hours per course hour  Establishing New Course = 5.25 hours per course hour for the first 3 years  An additional effort related to serving on curriculum committee and promotion boards: add 2% FTE.  Increase factor of 20% for each Co-Course Director related to LINC co-leadership courses.  Established LINC Co-Leadership Course = 4.2 hours per course hour (Split between Co-Course Director)  Establishing New LINC Co-Leadership Course = 6.3 hours per course hour for the first 3 years (Split between Co-Course Director) |
| **Block Course** | Course Director = 1 hour per block hour  Block Leader = 2.5 hours per block hour |
| **PPS Leaders** | Blended:   * PPS (CHC) = 2% * PPS (LPP) = 5% * PPS (PDI&PDII) = 3hrs per hr of duration * PPS (EPI) = 3hrs per hr of duration * PPS (Small Groups Leader) = 3hrs per hr of duration * PPS ( Small Groups Director) = .5hrs per hr of duration |
| **Learning Community Mentor** | Yr1(10/11) Yr2(11/12) Yr3(12/13) Yr4(13/14)  Mentor 9% 18% 25% 25%  (N = 20) |
| **Learning Community Head of Household** | Yr1(10/11) Yr2(11/12) Yr3(12/13) Yr4(13/14)  Head of Household 5% 8% 11% 14%  (N=5) |
| **Learning Community Leader** | Yr1(10/11) Yr2(11/12) Yr3(12/13) Yr4(13/14)  Leader 12% 18% 18% 24%  (N=2) |
| **Clerkship Directors** | Leading clinical clerkships/rotations is calculated by a different metric based on # of student days in the experience and national association recommendations  Rotations = 90 calendar days, 45 calendar days and 30 calendar days  Baseline = 30 day inpatient rotation = 20%, 45 day inpatient rotation = 25%, 90 day inpatient rotation = 30%  If rotation has significant outpatient component (>= 25%) add 5%  For current rotational structure the maximum amount of effort that can be achieved is 35% split between all Directors/Assistant Directors. |
| **Interclerkship Coordinators** | Established Course = 4 hours per course hour (split between Program Coordinators, if more than one for each program) |
| **Subinternship Director (Required Rotation)** | .16% per student, with minimum effort of 1%.  Calculated by per student clerkship rate for 30 day rotation |
| **Elective Director (clinical, non-clinical)** | .16% per student with minimum effort of 1%.  Calculated by per student clerkship rate  NOTE: Elective Support is restricted to UMMS students only and does not apply to visiting students. |
| **Clinical site director (UMMS: Univ, Memorial, Milford, Marlborough…)** | (2 hours/week x weeks students rotate)/2000 hours  Examples:   * Year round program (50 weeks) = (2 hours x 50 weeks)/2000hours = 5% * 8 week program as part of a of 12 week clerkship that is conducted 4 times a yr = 2 hours x 8 weeks x 4 per year = 64hours/2000hours = 3.2% |
| **Academic Evaluation Board Chair & EPC Co-Chairs** | 4.4%  Calculation: 2 hours/week x 44 weeks = 88hours/2000hours = 4.4% |
| **Curriculum Committee Chair** | 4.4%  Calculation: 2 hours/week x 44 weeks = 88hours/2000hours = 4.4% |
| **Capstone Project Director** | TBD |
| **Capstone Project Mentor** | TBD |
| **Formal Advising** | 5 hours per year per student |
| **GSBS** |  |
| **Course Director** | Course Block Director = 5% per year  Calculation: 8 hours x 12 weeks = 96 hours/2000 hours per yr = 5%  Co-Course Block Director = 2.5% per year  (Splits Block by # of Faculty)  RAP = 2.5% per year  Calculation: 4 hours x 12 weeks = 48 hours/2000 hours = 2.5%  Adv. Topics = 2% per year  Calculation: 2 hours x 18 weeks = 36 hours/2000 hours = 2%  Didactic = 4% per year  Calculation: 4 hours x 18 weeks = 72hours/2000hours = 4% |
| **Program Director** | Under 10 students = 2.5%  10-25 students = 5%  25-75 students = 10%  Over 75 students = 15%  If Co-Directors the % is split equally by Co-Director |
| **New Graduate Program Director** | 20%  Calculation: 2 x the baseline of 10% for 3 years |
| **GSBS Graduate Council Chairs** | 3%  Calculation: 1.5 hours x 40 weeks = 60 hours/2000 hours per year = 3% |
| **GSBS Graduate Council (Non Program Directors)** | 1.5%  Calculation: .75 hours x 40 weeks = 30 hours/2000 hours per year = 1.5% |
| **Curriculum Sub-Committee** | 1.5%  Calculation: .75 hours x 40 weeks = 30 hours/2000 hours per year = 1.5% |
| **GSBS Mentorship** | 1. 4 mtgs./year @ 2hours = 0.4% General student advisors   GSBS selected mentors/advisors meet every quarter with their assigned students (4 to 6) to check in on their progress.   1. 1 mtg./week @ 2hours = 5% Specific academic advisors   (e.g. selected by the GSBS for the URM mentorship program) - meet with students on a weekly basis |
| **GME** |  |
| **Program Director** | Based on RRC Standards for each residency program (See Attachment D) |
| **Associate Program Director** | Based on RRC Standards for each residency program (See Attachment D) |
| **Key Faculty, Fellowship Directors** | Based on RRC Standards for each residency program (See Attachment D) |