

## Loyola University Chicago Stritch School Medicine Faculty Effort Reporting Conventions Academic Year 2022

ADMINISTRATION			
Category	Data Source	Conventions	Comment
SSOM Standing Committees	Dean's Office	Effort factor (annual hours) determined by the Dean's Office in consultation with Committee Chairperson <ul style="list-style-type: none"> <li>Central Curricular Authority (CCA)</li> <li>Committee on academic Rank and Tenure (CART)</li> <li>Continuous Quality Improvement (CQI)</li> <li>SSOM Admissions</li> <li>'Institutional Review Board (IRB)'</li> </ul>	Standing committees are not subject to annual 208-hour cap
SSOM Committees LUHS Committees	Dean's Office  Department  LUHS	<ul style="list-style-type: none"> <li>Where applicable committee effort is provided by LUHS (no cap on hrs.)</li> <li>Effort = (#annual meeting x duration of meeting) + (# annual meetings x prep hours/meeting) - dependent upon agreement between department and LUHS</li> <li>Prep time may differ for Chair and committee members</li> <li>Departments can override calculated hours by supplying actual hours according to attendance</li> </ul>	No cap for committee effort. LUHS Administrative Effort dependent upon prior agreement
LUC Committee	LUC	<ul style="list-style-type: none"> <li>Effort is determined by committee structure and in consultation/approval by the faculty members chair</li> </ul>	
Departmental Committee	Deans Office Department	<ul style="list-style-type: none"> <li>Departments can override calculated hours using actual hours of attendance</li> </ul>	
EDUCATION			
Category	Data Source	Conventions	Comment
UME (Phase 1 and 2)	Dean's Office  Education Program	<ol style="list-style-type: none"> <li><b>1. DIRECT CONTACT HOURS (DCH) PLUS:</b> <ol style="list-style-type: none"> <li>a. <b>Lecture:</b> 3 hrs. prep to first faculty, DCH only to 2<sup>nd</sup> faculty</li> <li>b. <b>Pre-recorded Lecture:</b> 3 hrs. prep to first faculty, DCH only to 2<sup>nd</sup> faculty. (Reviewed annually, 'renewed' for up to 3-years from origin)</li> <li>c. <b>Small Group:</b> 1 hr. prep; 1-3 faculty in attendance, same credit</li> <li>d. <b>Labs:</b> 1 hr. prep; 1-2 faculty, same credit</li> <li>e. <b>Conferences:</b> 1 hr. prep; 1-4 faculty, same credit</li> <li>f. <b>Simulation:</b> 2 hr. prep; 1-4 faculty, same credit</li> <li>g. <b>Exam (Proctoring and oral):</b> DCH only; 1-4 faculty, same credit</li> <li>h. <b>Other (e.g., Recap/Review):</b> DCH only to first faculty</li> </ol> </li> <li><b>2. ON-LINE EDUCATION (synchronous):</b> 1 hr. per session; all faculty, same credit</li> <li><b>3. COURSE DIRECTOR</b> (Based on actual instructional hours) Receives stated hours:                             <ol style="list-style-type: none"> <li>a. Instructional Hours 25-50: 50 hrs. credit</li> <li>a. Instructional Hours 51-100: 100 hrs. credit</li> <li>b. Instructional Hours 101-200: 200 hrs. credit</li> <li>c. Instructional Hours 201-300: 250 hrs. credit</li> <li>d. Instructional Hours &gt;300: 300 hrs. credit</li> </ol> </li> <li><b>4. ASSISTANT DIRECTOR:</b> Receives half of CD hours (or divided equally if more than one)</li> </ol>	In consultation with the Education program, the Dean can modify the assigned course director hours when the specific program is unique, addresses a specific strategic need or fulfills a clear SSOM mission.

**EDUCATION**

Category	Data Source	Conventions	Comment
<p><b>UME (Phase 3 and 4)</b></p>	<p>Dean's Office  Education Program</p>	<p><b>1. DIRECT CONTACT HOURS (DCH) PLUS:</b></p> <ul style="list-style-type: none"> <li>a. <b>Lecture:</b> 3 hrs. prep to first faculty, DCH only to 2<sup>nd</sup> faculty</li> <li>b. <b>Pre-recorded Lecture:</b> 3 hrs. prep to first faculty, DCH only to 2<sup>nd</sup> faculty. (Reviewed annually, 'renewed' for up to 3-years from origin)</li> <li>c. <b>Small Group:</b> 1 hr. prep; 1-3 faculty in attendance, same credit</li> <li>d. <b>Labs:</b> 1 hr. prep; 1-2 faculty, same credit</li> <li>e. <b>Conferences:</b> 1 hr. prep; 1-4 faculty, same credit</li> <li>f. <b>Simulation:</b> 2 hr. prep; 1-4 faculty, same credit</li> <li>g. <b>Exam (Proctoring and oral):</b> DCH only; 1-4 faculty, same credit</li> <li>h. <b>Other (e.g., Recap/Review):</b> DCH only to first faculty</li> </ul> <p><b>2. ON-LINE EDUCATION (synchronous):</b> 1 hr. per session; all faculty, same credit</p> <p><b>3. REQUIRED CLERKSHIP DIRECTOR:</b></p> <ul style="list-style-type: none"> <li>a. Clerkship coordinator provides support related to record keeping, scheduling of didactic sessions, and helping the CD and Assistant CD in the administration of their clerkship</li> <li>b. Receives a fixed annual stipend, that is based on AAMC published salaries for that faculty members specialty and based on that mean published salary receive 0.25 FTE salary support.</li> <li>c. Provided an annual educational stipend to support their professional development</li> </ul> <p><b>4. REQUIRED CLERKSHIP ASSISTANT DIRECTOR:</b></p> <ul style="list-style-type: none"> <li>a. Receives a fixed annual stipend</li> </ul>	
<p><b>UME (Phase 3 and 4)</b></p> <p><b>Attending teaching recognition (hours)</b></p> <p><b>Required Clerkships &amp; Electives</b></p>	<p>Clerkship Director  Education Program</p>	<ul style="list-style-type: none"> <li>• 'Teaching Units' – serve to recognize attending faculty who directly participate in the supervision of SSOM students assigned to their service or ambulatory clinic.</li> <li>• 'Teaching Units' are assigned by the CD to Clinical attending faculty</li> <li>• 'Teaching Unit' metrics are decided upon by the CD (e.g., calculated as one hour per day, 5-days per week, per student for the duration of eh clerkship)</li> <li>• 'Teaching Units' are an optional activity and meant to recognize those faculty who assume significant roles in the clerkship.</li> </ul>	<p>Loyola and Hines VA sites only</p>

# EDUCATION

Category	Data Source	Conventions	Comment
GBS	Graduate program Director  Graduate School  Dean's Office	<ol style="list-style-type: none"> <li><b>1. DIRECT CONTACT HOURS (DCH) PLUS:</b> <ol style="list-style-type: none"> <li>a. <b>Lecture:</b> 3 hrs. prep to first faculty, DCH only to 2<sup>nd</sup> faculty</li> <li>b. <b>Pre-recorded Lecture:</b> 3 hrs. prep to first faculty, DCH only to 2<sup>nd</sup> faculty. (Reviewed annually, 'renewed' for up to 3-years from origin)</li> <li>c. <b>Small Group:</b> 1 hr. prep; 1-3 faculty in attendance, same credit</li> <li>d. <b>Labs:</b> 1 hr. prep; 1-2 faculty, same credit</li> <li>e. <b>Conferences:</b> 1 hr. prep; 1-4 faculty, same credit</li> <li>f. <b>Simulation:</b> 2 hr. prep; 1-4 faculty, same credit</li> <li>g. <b>Exam (Proctoring and oral):</b> DCH only; 1-4 faculty, same credit</li> <li>h. <b>Other (e.g., Recap/Review):</b> DCH only to first faculty</li> <li>i. <b>Problem Solving Sessions:</b> 3 hrs. prep; 1-4 faculty, same credit</li> <li>j. <b>Problem Discussion:</b> 1 hr. prep; 1-2 faculty, same credit</li> <li>k. <b>Journal club:</b> 1 hr. prep; first faculty only</li> <li>l. <b>Paper Discussion:</b> 2 hrs. prep; 1-4 faculty, same credit</li> </ol> </li> <li><b>2. ON-LINE EDUCATION</b> <ol style="list-style-type: none"> <li>a. 150 hrs. Per course (50 hrs. per credit hr. x 3 credit hrs./course). Hours are divided among faculty if more than one Course Director.</li> </ol> </li> <li><b>3. GRADUATE STUDENT ADVISEES:</b> <ol style="list-style-type: none"> <li>a. 5% - First Student</li> <li>b. 3% - Second Student</li> <li>c. 2% - for each additional student</li> <li>d. Total maximum of 10%</li> </ol> </li> <li><b>4. DISSERTATION EFFORT:</b> <ol style="list-style-type: none"> <li>a. Chairperson – 10 hrs./year</li> <li>b. Member – 10 hrs./year</li> </ol> </li> <li><b>5. GRADUATE PROGRAM DIRECTORS:</b> 150 hrs. of credit</li> <li><b>6. MASTER OF PUBLIC HEALTH DIRECTOR:</b> 150 hrs. of credit</li> <li><b>7. COURSE DIRECTORS FOR CORE CURRICULUM:</b> 150 hrs. Per course (50 hrs. per credit hr. x 3 credit hrs. /course). Hours are divided among faculty if more than one Course Director:           <ol style="list-style-type: none"> <li>a. BMSC 402 Stat Methods for Biomed Science</li> <li>b. BMSC 405 Ethics in Biomedical Science</li> <li>c. BMSC 410 Biochemistry and Molecular Biology</li> <li>d. BMSC 412 Cell Biology</li> <li>e. BMSC 416 Methods Biomedical Science</li> <li>f. BMSC 418 Presentation skills</li> </ol> </li> <li><b>8. COURSE DIRECTORS FOR NON-CORE CURRICULUM:</b> <ol style="list-style-type: none"> <li>a. Greater than 5 students</li> <li>b. Credit only to Course Director, maximum of 100 hrs.</li> </ol> </li> </ol>	

## RESEARCH

Category	Data Source	Conventions	Comment
Research expenditures	SPA and Office of the VPR	Research expenditures (direct costs and indirect costs recovered) are reported for externally funded research project	
Mentor & Preceptor	Dean's Office Educational Program	<p><b>1. PCM 1/3 FACULTY PRECEPTORS:</b></p> <p>a. Designated clinical faculty each receive an annual stipend for their professional development (subject to review and approval by the Dean's Office)</p> <p>b. Each faculty receives an additional educational stipend for their professional development (subject to review and approval by the Dean's Office)</p> <p><b>2. PCM 2 AND MHD FACILITATORS:</b></p> <p>a. Each faculty member receives an annual educational stipend for their professional development (subject to review and approval by the Dean's Office)</p> <p><b>3. STAR, HONORS AND ADVISORS FOR GLOBAL HEALTH:</b></p> <p>a. STAR, Honors and Global Health Directors: 15 hrs. of credit</p> <p>b. Faculty receive 10 hrs. of credit for each assigned student</p>	

## EDUCATION – GRADUATE MEDICAL EDUCATION (GME)

GME	Residency Program Director	<p>DIDACTIC CONVENTIONS:</p> <p>1. <b>Core lectures/Educational Conferences (for residents and fellows):</b> DCH with 3 hrs. pre time; first faculty only</p> <p>2. <b>Grand Rounds (weekly or monthly):</b> DCH plus 10 hrs. prep; first faculty only</p> <p>3. <b>Morning Conferences (5 days a week):</b> DCH only; 1-5 faculty; same credit</p> <p>4. <b>Journal club/Research seminar/M&amp;M/Q&amp;A (once a week or monthly):</b> DCH plus 2 hrs. prep to first faculty DCH only to faculty 2 through 5</p>	Under discretion of GME, and in consultation with the Dean and LUHS, these requirements and definitions can be amended.
GME Residency & Fellowship Program Directors	Office of GME	<p>GME does not have its own metric or convention when assigning support or FTE credit to Residency or Fellowship Program Directors and Assistant Directors.</p> <p>ACGME provides guidelines from their Common Program Requirements and then additional requirements from specialty specific requirements/recommendations are used to further define the level of residency director support.</p>	Effort is based on specific guidelines provided by the ACGME as well as specialty residency requirements.

- *Where hours determine credit, they need to be recorded by a designated individual and record keeping may be facilitated through the SSOM Committee application.*
- *When feasible, GME hours should be automatically captured in the calendar, similar to the current mechanism for UME.*
- *Faculty are asked to participate in multiple ways within their department and not directly captured by these current effort reporting conventions. This effort is variable in extent and frequency and is non-uniform so, it is best captured and accounted for by the use of the SSOM Committee application.*