

**Administrative Effort Assignment
College of Dentistry**

Appointment Title	Baseline Effort \pm any increase	Comments
Faculty Member	0-5%	Any administrative assignment for a faculty member that is not accompanied by an administrative title, such as those below, must be assigned specifically by the department chair and the administrative effort may not exceed 5%.
Division or Program Director	10 - 30%	See below for determination of range. May not exceed 30% under any circumstances.
Department Chair	15 - 30%	See below for determination of range. May not exceed 30% under any circumstances.
Residency Director	10 - 30%	See below for determination of range. May not exceed 30% under any circumstances.
Clinical Director	20 - 30%	See below for determination of range. May not exceed 30% under any circumstances.
Assistant / Associate / Executive Associate Deans	High variability	Administrative effort assignment is based on assigned duties and hours per week expected to complete assignments. The dean determines the specific amount of administrative effort for each role.
Dean	May approach 100%	Administrative percent assignment dependent on negotiations with Chancellor regarding additional activities such as research and/or clinical care

Division Director or Program Director:

- Each DD or PD is assigned 10% administrative effort.
- For programs with more than 12 faculty, add 10%.
- For divisions with a substantial number of additional responsibilities, add 10%.

Department Chair:

- Each DC is assigned 15% administrative effort.
- For departments with more than 12 faculty, add 10%.
- For departments with a practice component, add 5%.

Residency Director:

- Each RD is assigned 10% administrative effort.
- If the residency is based in the Dunn building, no additional administrative effort is assigned.
- If the residency is hospital-based and a 7 days/week residency, add 10%.
- For residencies with more than 6 faculty or 8 residents, add 10%.

Clinical Director:

- Each CD is assigned 20% administrative effort.
- For clinics that require coordination across educational programs and among several departments, add 10%.