

**College of Nursing  
Administrative Effort  
Assignment**

**Effort Categories**

*Service (administration):*

Dean; Executive Associate, Associate, and Assistant Dean; Chair; Program Director;  
Concentration and Assistant Concentration Coordinator; Additional Duty Assignment

*Research:*

Projects, grants, and communication preparation

*Instruction:*

Any student contact, directing student research, student-faculty committees, lecture and seminar presentations

*Clinical:*

Any clinical or practice services or consultations for humans

The chart depicts the options available for appropriate faculty administrator appointments for each role.

<b>Appointment Title</b>	<b>Baseline Effort</b>	<b>Comments</b>
Faculty	0%	Additional administrative effort assigned by the Chair as necessary. Not to exceed 10% without permission of the Chair and Dean.
Academic Program Directors	50 – 60%	May not exceed 60% without approval by the Chair and Dean. Commensurate with size and scope of duties
Non-Academic Unit Directors	20%	May not exceed 20% without approval by the Chair and Dean.
Concentration Coordinators	15%	May not exceed 15% without approval by the Chair and Dean.
Assistant Concentration Coordinator	5%	May not exceed 5% without approval by the Chair and Dean.
Department Chair	50 – 60%	May not exceed 60% without approval by the Dean. Commensurate with size and scope of duties
Assistant Deans	20 – 50%	May not exceed 50% without approval by the Dean. Commensurate with size and scope of duties
Associate Deans	20 – 80%	May not exceed 80% without approval by the Dean. Commensurate with size and scope of duties
Executive Associate Deans	50 – 80%	May not exceed 80% without approval by the Dean. Commensurate with size and scope of duties
Dean	100%	Administrative effort may near 100%. Effort assigned by the Chancellor.

**Administrative Effort for Post-Tenure Review for the College of Nursing Administrators:**

<b>Title</b>	<b>Percent Effort Administrative</b>
<b><u>Associate Vice Chancellor</u></b> Cynthia Russell	100%
<b><u>Dean</u></b> Wendy Likes	100%
<b><u>Associate Dean of Research</u></b> Ansley Stanfill	30%
<b><u>Chair</u></b> Mona Wicks	60%
<b><u>Program Director</u></b> Carolyn Graff	60%

*\*Note.* The College of Nursing lists administrative effort as service.