To: Department Chairs  
David Geffen School of Medicine at UCLA  

Re: Policy on Institutional Instruction/Service and Research Effort Thresholds for Full-time Faculty,  
David Geffen School of Medicine at UCLA  

ange of Policy, effective July 1, 2008  

For full-time faculty supported by permanent General Funds (School and Semel Institute FTE) the minimum effort requirement for Institutional Instruction and Service is 15%. The maximum corresponding research effort is 85%. On a case by case basis the Chair can recommend, by written certification, a reduction in Instruction and Service effort to 10% and a proportionate increase in research effort to 90%. Such proposals are approved by the Senior Associate Dean for Academic Affairs on an annual basis.

For all other full-time faculty the minimum effort requirement for Institutional Instruction and Service is 10%. The maximum corresponding research effort is 90%. On a case by case basis the Chair can recommend, by written certification, a reduction in Instruction and Service effort to 5% and a proportionate increase in research effort to 95%. Such proposals are approved by the Senior Associate Dean for Academic Affairs on an annual basis.

cc: Albert Glover, Director, Academic Affairs  
Department Administrators  

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Donald P. Becker, M.D.  
Distinguished Professor  
W. Eugene Stern Professor of Neurosurgery  
Senior Associate Dean for Academic Affairs  

Be advised that although you may get approval for a lower teaching effort, the physical and mathematical limits of NIH funding have not changed. Having too much NIH funding and causing the calculated rate to go over $99,999.99/mo will still cause problems in funding, i.e. by agreement charges on your Comp Plan fund.