

TEACHING COMMITMENT & RESEARCH EFFORT

Revised November 29, 2021

David Geffen School of Medicine (DGSOM) Policy on Institutional Instruction/Service and Research Effort Thresholds for Full-time Faculty

Effective July 1, 2008

For **full-time faculty supported by permanent General Funds (19900 FTE)** the minimum effort requirement for Institutional Instruction and Service (i.e teaching and clinical effort) is 15%. The maximum corresponding **research effort is 85%**. On a case-by-case basis the Chair can recommend, by written request, a reduction in Instruction and Service effort to 10% and a **proportionate increase in research effort to 90%**. Such requests 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 request, a reduction in Instruction and Service effort to 5% and a **proportionate increase in research effort to 95%**. Such requests are approved by the Senior Associate Dean for Academic Affairs on an annual basis.

Effective immediately, requests to reduce teaching effort are to include the FAU that will support the reduced instructional activity of the requestor. Additionally, if the FAU contains a 44 account (research) rather than an instructional account (generally 40), the request must contain a certification that the FAU allows instructional effort.

STEPS TO REQUEST EXCEPTION TO 85%/90% RESEARCH MAXIMUM

1. Draft a letter addressed to:

Joaquin Madrenas, M.D., PhD
Vice Dean for Faculty
David Geffen School of Medicine at UCLA
885 Tiverton Drive, Geffen Hall #400
M.C. 172216

2. Draft letter must be on official Division letterhead, and include the following information:
 - a. Fiscal Year of Request
 - i.e. FY 2021-2022 or 07/01/21-06/30/22
 - b. Description of Request
 - i.e. We would like to request his/her allowable effort on grants to be ___% for this fiscal year, leaving ___% effort for teaching.
 - c. Reason for Request
 - Include what research endeavors the PI is engaged in and how it affects their teaching commitment
 - i.e. Dr. Bruin recently received a new NIH Program Project grant and two R01 grants which will require more effort than was previously set aside towards research.
 - d. FAU to Support Reduced Instructional Activity
 - Provide FAU that will support the reduced instructional activity of the requestor.
 - If the FAU contains a 44 account (research) rather than an instructional account (generally 40), include certification that the FAU allows instructional effort.

- e. Name, Title, & Signature of
 - Division Chief, AND
 - Department of Medicine Executive Chair – Alan M. Fogelman, M.D.
3. Obtain Division Chief's signature & save a copy for your files
4. Email letter to:

Thuy An Nguyen Lu
Director of Academic Compensation
tnlu@mednet.ucla.edu
5. An will forward the request to Dr. Fogelman for signature, and then to Dr. Madrenas for his approval
6. Once approval is obtained from Dr. Madrenas, the MSO and An Lu will receive an email from Arlene's office with the exception approval
 - Turnaround time is typically from 2-4 weeks depending on time of the year.
7. Save a copy of email in PI's file as backup