

TEACHING COMMITMENT & RESEARCH EFFORT

Revised May 18, 2018

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 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.

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

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

1. Draft a letter addressed to:

Jonathan R. Hiatt, M.D.
Vice Dean for Faculty
David Geffen School of Medicine at UCLA
12-138 CHS
M.C. 172216

2. Draft letter, on official Division letterhead, and include the following information:
 - a. Fiscal Year of Request
 - i.e. FY 2012-2013 or 07/01/12-06/30/13
 - b. 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 his 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
 - FAU that is to support the reduced instructional activity of the requestor.

- If the fund is linked with a 44 account (research) rather than an instructional account (generally 40), include certification that the fund allows instructional effort.
- e. Name, Title, & Signature of
- Division Chief
 - Department of Medicine Executive Chair – Alan M. Fogelman, M.D.
3. Obtain Division Chief's signature & make a copy for your files
4. Forward original letter to:
- Ernie Norris
Director of Academic Compensation
10880 Wilshire Blvd., Suite 530
M.C. 726646
5. Ernie will forward to Dr. Fogelman for signature and then to Dr. Hiatt for his approval
6. Once approval is obtained from Dr. Hiatt, the MSO and Ernie Norris 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 copy of email in PI's file as backup