

## Distribution of Effort (DOE) Guidelines

This document is not to impose inflexible formulas, but rather to provide additional guidance for equitable agreements between M-G CAFE Faculty and Academic Unit Leaders as they negotiate DOE in accordance with [AR 2:2-1](#), [AR 2:1-1](#), [AR 2:9](#), [AR 3:8](#), [AR 3:10](#). These guidelines became effective in August 2017, apart from *Service* guidelines that became effective with the start of the 2018 fiscal year. Our previous college guidelines have been combined into this document and updated for clarification purposes and current conditions. Please reference the Effort Planning System (EPS) quick reference guides (located within *myUK Effort Planning* tab) and category descriptions within EPS via mouse rollover.

### INSTRUCTION

All effort related to course instruction must have course specific course number included or course level if specific course number has not yet been determined.

Category	DOE Percentage	
<i>All percentages represent a 3-credit hour course, except where noted.</i>	<i>9-month Assignment Period</i>	<i>12-month Assignment Period</i>
Undergraduate or Graduate Class, < 40 students	12.5%	10%
Undergraduate or Graduate Class, 40-100 students	14%	11%
Undergraduate or Graduate Class, > 100 students *	15%	12%
Studio Classes	18%	15%

\*Instructors and Academic Unit Leaders should come to agreement on whether extra DOE is warranted for very large classes, e.g., 200 or more students. TA support and other factors should be considered into the decision.

Supplemental instructional DOE may be negotiated for the following:

Category	DOE Percentage
Multiple lab sections (% per extra section taught) **	2%
First time class preparations	Up to 5%
First time distance education class preparation	Up to 10%
Practicum and Clinical classes ***	Depends on contact time; negotiable
College service courses (e.g., AFE 100)	Extra +1% per credit hour

\*\*For a class with a common lecture and multiple laboratory sections, the teaching DOE may be increased by 2% per lab section per hour of credit assigned. For example, course ABC 123 has 2 hours of lecture each week and 1 hour of lab credit (2-3 hours contact time). The course has a common lecture section with 45 students and 3 different lab sections with 15 students in each. The total DOE for a 12-month faculty on this course would be 11% + 4% = 15% (reflects an undergraduate class with >40 students and 3 lab sections). This also assumes that the instructor is doing all three labs. If labs are run by TAs, then this would not be the case.

\*\*\*The annual DOE for courses where faculty do not meet regularly with students is not tabulated like traditional courses. The DOE for these courses must be negotiated with Academic Unit Leaders. As an example, supervision of a clinical or practicum course where the instructor meets with students for a total of 12 hours and collects reports from a site supervisor might warrant 3% or 4% teaching DOE for a 12-month or 9-month faculty, respectively.

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Career and Professional Development Mentorship:

Category	DOE Percentage
Per undergraduate student	.25%
Per graduate student committee*	.5%
Advising student organization, undergraduate research, etc.	negotiated, typically 0-5%

\*Graduate student committee work including thesis or dissertation research direction, should be counted in the *Instructional Supervision and Advising* category of DOE.

### RESEARCH AND CREATIVE ACTIVITY

Effort supported by funding from Hatch, Hatch Multi-state, McIntyre-Stennis, etc. should be allocated in section: *c. Federal capacity funded research*.

### SERVICE

Since the 2018 Annual Performance Reviews (APRs), Faculty are responsible for reporting their Service activities in their enhanced CVs. Service activities will be evaluated by academic unit APR committees, the Academic Unit Leader, and College Leaders.

Many Faculty will have a total Service DOE of approximately 5% unless their Service activities warrant a higher percentage. Per [AR 3:10](#): *A written agreement is to be developed annually between the educational unit administrator and the faculty employee on the distribution of effort expected of the faculty employee in major activities during the succeeding year.*

Regular, Extension, Special, Clinical Titles, all ranks:

Service DOE is relevant for regular, extension, special, and clinical title series. Per [AR 2:2-1](#): *Three areas of activity are important in the evaluation of faculty for appointment, reappointment, promotion, and the granting of tenure ...: (1) teaching, advising and other instructional activities; (2) research or other creative activity; (3) professional, University, and public service. Evaluation of a faculty employee's performance in each area of activity should be commensurate with his or her approved distribution of effort agreement. Excellence in teaching, advising and other instructional activities, research, or other creative activity, and in professional, University and public service is expected.*

Lecturer Title Series, all ranks:

Faculty in the Lecturer title series should have service DOE, typically in support of the undergraduate instruction program. [AR 2:9](#)

University service is listed in the *Service* category, section *c. Service to Institution*, sub-category *University-Level*. Activities directly in support of instruction, research, and/or public service conducted on behalf of the University, such as service as chair or member of the area committees, service on ad hoc University committees or task forces that have principally an academic orientation to their charge and purpose, service on the SACSCOC Self-study Steering Committee; and participation in university academic governance activities (Faculty Senate). However, do not report committee activities that are accounted for under Instruction, Research, Public Service, or Administration.

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Any DOE below 5% are not feasibly evaluated and are usually more advantageous to evaluation when they are presented as measures of impact or recognition within a major area of assignment, e.g.: appointment to a university-level research committee is an indicator of research recognition.

### ADMINISTRATION

Director of Graduate Studies (DGS) and Director of Undergraduate Studies (DUS) assignments are recorded under the *Administration* category of DOE. These are most frequently assigned 15% but maybe negotiated up to 20% with the Academic Unit Leader or Dean, as appropriate.

### PROFESSIONAL DEVELOPMENT

This category includes:

- Sabbatical Leave
- Other Approved Leave:
  - Leaves With/Without Pay, Educational Leave, Scholarly Fellowship Leave, and Entrepreneurial Leave
- Other Development:
  - Participation in professional organizations (other than that accounted for in *Section III. B - Service to Profession*)
  - Conference attendance
  - Skills and leadership development
  - Professional networking
  - Other scholarly faculty activities not reported as effort under *Section III c. – Service to Institution*