

ACTIVITY CATEGORY (refer to definitions page)	REQUIREMENTS FOR BASE PAY	REQUIREMENTS FOR INCENTIVE PAY	REQUIREMENTS FOR BONUS PAY**
INSTRUCTION: (note that every ranked faculty must have at least 5% of total effort assigned to instruction activities) See Appendix I and II			
10. Medical student instruction*	<p>At least 2% (of the required minimum of 5% effort) shall be for medical student classroom education. Classroom is defined as ANY classroom activity: small group, large group, clinical skills, or virtual classroom (computer assisted instruction). Two percent of annual effort would be the equivalent of one work week (40 hours).</p> <p>See Appendix I for examples of work. Serving as clinical attending physician does contribute to educational effort, but not part of the 2% of medical student education activities. Beyond the 2% minimum:</p> <ul style="list-style-type: none"> a. LCE preceptors receive 50% credit for time. b. Preceptors for clerkship students receive 50% allocation for time in clinic or on rounds and 15% allocation for procedural or operating room time. i. If working with medical students only, this effort is allocated to Category 10. ii. If working with both medical students and residents simultaneously, this effort is split equally between categories 10 & 12. <p>In order to receive credit for any instructional activities, they must be rated as at least satisfactory (3.0 on a 5 point Likert Scale, 1 unacceptable; 2 weak; 3 satisfactory; 4 strong; 5 outstanding) by students, course or program director, and the chair (in the case of department (course) or the associate dean for UME (in the case of Interdisciplinary courses).</p> <p>In addition, the faculty must have satisfied all administrative responsibilities related to the education assignment (e.g.; submitting grades in a timely manner). All minimal standards must be met.</p>	<p>For faculty in the School of Basic Biomedical Sciences, at least 10% of total assigned effort must be in education. Of which, at least 4% effort in medical student education. At least 70th %ile in evaluations by students.</p> <p>Course director and chair (AD/UME for interdisciplinary courses), with attention to quality of education, completion of administration course responsibilities, and collegial promotion of college-wide education initiatives.</p> <p>The Vice-Dean of Educational Affairs must rank the faculty member at least 4 on a 5 pt. scale in the area of educational administration, in particular completion of administrative course responsibilities and collegial promotion of college-wide education initiatives.</p> <p>Leadership in educational program by course direction, new program development, research in medical education. Collegial participation in college-wide curricular reform efforts.</p>	<p>For faculty in the School of Basic Biomedical Sciences, at least 30% of total assigned effort must be in education. At least 6% in medical student education. At least 90th %ile in evaluations by students. Course director and chair (AD/UME for interdisciplinary courses), must each rank the faculty member at least 4.5 on a 5 pt.</p> <p>Likert scale, with attention paid to quality of education, completion of administrative course responsibilities, and collegial promotion of college-wide educational initiatives.</p> <p>The Vice Dean for Educational Affairs must rank the faculty member at least 4.5 on a 5 pt scale in the area of educational administration, in particular completion of administrative course responsibilities and collegial promotion of college-wide educational initiatives.</p> <p>Leadership in educational program by course direction, new program development, research in medical education. Collegial participation in college-wide curricular reform efforts.</p>
12. Housestaff/postdoctoral instruction*	<p>For Clinical Faculty -- Must participate in yearly RRC teaching series, or be a faculty advisor once every 3 years, or staff cases in clinic, or attending rounds.</p> <p>For faculty in the School of Basic Biomedical Sciences see examples of activity in Category #13 below.</p>	<p>For Clinical Faculty -- Clinical education of residents/housestaff with unattributed assessments exceeding mean of departmental evaluations using college-wide assessment format.</p> <p>For faculty in the School of Basic Biomedical Sciences see examples of activity in Category #13 below.</p>	<p>For Clinical Faculty -- Clinical education of Residents/Housestaff unattributed assessments outstanding compared to mean of departmental evaluations using college-wide assessment format.</p>

ACTIVITY CATEGORY (refer to definitions page)	REQUIREMENTS FOR BASE PAY	REQUIREMENTS FOR INCENTIVE PAY	REQUIREMENTS FOR BONUS PAY**
13. Graduate and Other Instruction	See Appendix I and II		
Graduate and Postdoctoral Instruction	<p>In addition to the required medical student instruction, the 2% minimum effort for graduate/postdoctoral education may be reached through multiple activities for all ranked faculty in the School of Basic Biomedical Sciences (all Ph.Ds in the College of Medicine), it is expected that 2% (of the required 5% effort) shall be devoted to the education of graduate and postdoctoral students.</p> <p>See Appendix I for examples of work.</p> <p>At a minimum, to receive credit for any instructional activity, evaluations must be rated as at least satisfactory (3.0 on a 5 pt Likert Scale) by students, and the course or program director. It is also expected that in addition to this instructional activity, faculty mentor 1 graduate or postdoctoral student per year or participate on one thesis/graduate committee.</p> <p>It is expected that mentoring graduate/postdoctoral students results in student presentations and publications, as well as student applications for extramural funding. In addition, faculty must have satisfied all administrative responsibilities related to the educational assignment (e.g.: submitting grades in a timely manner). All minimal standards must be met. See Appendix II for performance criteria.</p>	<p>Incentive is based on the quality and level of involvement and not on the level of graduate effort allocation. For incentive, faculty are expected to:</p> <p>1) be rated strong (4.0 on a 5 pt Likert Scale) by student, and the course or program director,</p> <p>2) mentor 1 graduate or postdoctoral student per year, &</p> <p>3) participate on a minimum of two thesis/graduate committees.</p> <p>It is expected that mentoring graduate/post-doctoral students results in a minimum of 1 student presentation & publication/year/ student, as well as student applications for extramural funding. See Appendix II for performance criteria.</p>	<p>Bonus is based on the quality and level of involvement and not on the level of graduate effort allocation.</p> <p>For bonus, faculty are expected to:</p> <p>1) be rated strong (4.0 on a 5 pt Likert Scale) by student, and the course or program director,</p> <p>2) mentor 2 or more graduates or postdoctoral students per year; and</p> <p>3) participate on a minimum of three thesis/graduate committees.</p> <p>It is expected that mentoring graduate / postdoctoral students results in a minimum of 2 student presentations and publications/year/student, as well as successful student extramural funding at a level of \$20,000/year. See Appendix II for performance criteria.</p>
14. Thesis/Dissertation	For faculty in the School of Basic Biomedical Sciences see examples of activity and performance criteria in Category #13 above.	For faculty in the School of Basic Biomedical Sciences see examples of activity and performance criteria in Category #13 above.	For faculty in the School of Basic Biomedical Sciences see examples of activity and performance criteria in Category #13 above.
15. Other Instructional Effort	For faculty in the School of Basic Biomedical Sciences see examples of activity and performance criteria in Category #13 above.	For faculty in the School of Basic Biomedical Sciences see examples of activity and performance criteria in Category #13 above.	For faculty in the School of Basic Biomedical Sciences see examples of activity and performance criteria in Category #13 above.
16. Supervision-Student Interns	At the discretion of the chair, based on faculty rank and pathway		
17. Academic Advising	At the discretion of the chair, based on faculty rank and pathway		
RESEARCH / SCHOLARLY ACTIVITY (every ranked faculty must have at least 5% of total effort assigned to research or scholarly activities)			
20. Sponsored Research	All faculty are expected to contribute a minimum of 5% effort to the research / scholarship mission of the College through sponsored and departmental research. See Appendix III for examples of work and performance criteria. Faculty who have at least .60 FTE of assigned effort devoted to research will be expected to meet the performance requirements listed in Appendix IV for base, incentive and bonus pay.	<p>* Incentive will be based on quality and level of research productivity NOT on the level of research effort allocation.</p> <p>*Quality and level of research & scholarship productivity correlates with the rank of faculty appointment.</p>	<p>* Bonus will be based on quality and level of research productivity NOT on the level of research effort allocation.</p> <p>*Quality and level of research & scholarship productivity correlates with the rank of faculty appointment.</p>
22. Departmental Research	See 20 above.	See 20 above.	See 20 above.
SERVICE / GOVERNANCE (every ranked faculty must have at least 3% of total effort assigned to service / governance activities) See Appendix III and IV			
30. Public Service	Serves the community, state or nation to advance the discipline.	Participation in one or more major professional societies. Member of peer-review committee for a local granting agency or reviewer for a scientific journal.	Active participation in one or more major professional societies. Member of an NIH peer review group.
31. University Governance	Participates in at least 1 department, college or university committee	Participates in 2 University-wide or College-wide committees.	Chair or active role on one or more University-wide or College-wide committees.

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ADMINISTRATION 0% Minimum Effort			
40. University / College / Department / Program Administration	As per assignment	As per assignment	As per assignment
Clinical Care w/o student/housestaff 0% Minimum Effort			
50. Revenue-generating Clinical Care*	Must be assigned and documented at discretion of chair and division chief. Can only be assigned if participating in #10.		
51. Non-revenue Generating Clinical Services*	As per assignment by chair and division chief to community patient medical service activities.	As per assignment to the community patient service activities.	As per assignment to the community patient service activities.
Other 2% Minimum Effort			
60. Leave of Absence with Pay	Refer to USF Health and COM Sabbatical policies.	As per assignment.	As per assignment.
61. Professional Development	Spend at least one week per year devoted to professional participation at meetings, training programs, workshops or equivalent, to included at least 2 hours of continuing education in education per year.	Participation in meetings, training programs, workshops or equivalent for professional development.	Participation in meetings, training programs, workshops or equivalent for professional development.
* Patient care activities are reflected under categories 10, 12, 50 and 51. See Appendix V for performance criteria.			
** For a clinician faculty member to receive a bonus fund availability will be determined by individual, department, division and group productivity and net profit margin for the year. Bonuses will be distributed after the close of the fiscal year (as of August 1)			

AIMS: Minimal Requirements for Instruction

5% minimum effort for instruction.

All ranked faculty are expected to contribute to the educational mission of the College. This minimum 5% effort may be achieved by participation in professional (medical and physical therapy), graduate (certificate, M.S. and Ph.D.) or postgraduate (GME or postdoctoral) programs.

Professional Programs

Medical Education

It is expected that of the 5%, at least 2% annual effort of **all** ranked faculty (40 hours per year) be devoted to the classroom education of medical students (or physical therapy students for faculty in the Department of Physical Therapy and Rehabilitation Sciences). For clarity, classroom education is defined broadly as any classroom activity including small groups, large groups, clinical skills, or virtual classrooms (computer assisted instruction).

The 2% minimum effort for medical education may be reached through multiple activities. The following opportunities represent illustrative examples of such activities. Teaching during patient care does not contribute to this 2%, but does contribute to this overall required 5% minimum effort for instruction. In addition, at least one hour of participation per year must be in a course that is not a primary responsibility of the faculty member's home department. The Chairs may make exceptions with approval of the Vice Dean for Education.

- 20 hours of didactic presentations with appropriate preparation
- 30 hours of small group facilitation with appropriate preparation
- 30 hours of precepting in physical diagnosis course with appropriate preparation
- Serving as CPS course small group preceptor
- Course direction of any medical student course
- 40 hours of review of clinical exercises in the CPX, VHP Programs
- 35 hours of interviewing for the admissions committee
- 10 of the 40 hours can be credited by satisfactory participation on the Curriculum Committee or Admissions Committee (with the remaining hours contributed counting toward additional education effort beyond the 2%)
- Other contributions to medical student education with prior approval of the Vice Dean for Education

AIMS: Minimal Requirements for Instruction.

Graduate Education

For all faculty in the School of Basic Biomedical Sciences (all Ph.D.s in the College of Medicine), it is expected that of the 5% minimum effort for instruction, 2% annual effort (40 hours per year) be devoted to the education of graduate and postdoctoral students.

The 2% minimum effort for graduate/postdoctoral education may be reached through multiple activities. The following opportunities represent illustrative examples of such mechanisms. In addition, at least one hour of participation per year must be in an interdepartmental course that is not a primary responsibility of the faculty member's home department. Chairs may make exceptions with approval of the Vice Dean for Research, Graduate & Postdoctoral Affairs.

- o 5 hours didactic presentations with appropriate preparation
- o Course direction of any graduate course
- o Mentor ship of graduate/postdoctoral students
- o Participation of graduate thesis/dissertation committees
- o 10 of the 60 hours can be credited by satisfactory participation on the Graduate Coordinators or Graduate Admissions Committee.
- o Other contributions to graduate student education with prior approval of the Vice Dean for Research, Graduate & Post doctoral Affairs.

Resident Education

For all clinical faculty, in addition to the 2% effort for medical student instruction, it is expected that an additional 2% effort will be devoted to the education of residents.

Other

The final 1% of required instructional effort will be assigned by the Chair as appropriate.

Summary of Minimums:

<u>Medical Student Instruction</u>	<u>Resident/Graduate Instruction</u>	<u>Other</u>
2 %	2 %	1 %

AIMS Criteria for Graduate & Postdoctoral Instruction

	Base	Incentive	Bonus
Graduate Teaching Students Evaluation	≥ 3.0	≥ 4.0	≥ 4.5
Course Director Students Evaluation Faculty Evaluation	≥ 3.0 ≥ 3.0	≥ 4.0 ≥ 4.0	≥ 4.5 ≥ 4.5
Mentorship # of Graduate Students AND/OR # of Postdoctoral Students	1 per year 1 per year	1 per year 1 per year	≥ 2 per year ≥ 2 per year
Student Performance Presentations/Publications AND/OR Extramural Funding	1 per year \$5K per year	2-3 per year \$10-15K per year	≥ 4 per year ≥ \$20K per year
Graduate Thesis/Dissertation Committees	1 per year	2 per year	≥ 3 per year
Continued Professional Development - Faculty*	≥ 2 hours/year	≥ 3 hours/year	≥ 4 hours/year

* continued enhancement by the faculty of their teaching, mentorship, grantsmanship, and leadership skills

Key Considerations

- Only applicable to faculty who are involved in graduate and postdoctoral education
- Minimum requirement:
 - 0.1 FTE of effort allocated to graduate education
- Incentive and bonus is based on the quality and level of involvement and **NOT** on the level of graduate effort allocation
- In each category, faculty evaluations are rated on a sliding scale as follows:
 - Base: 3/6 metrics are satisfied
 - Incentive: 4/6 metrics are satisfied
 - Bonus: 5/6 metrics are satisfied

AIMS Minimum Requirements for Research/Scholarly Activity

Categories of Effort		ASSISTANT PROFESSOR		ASSOCIATE PROFESSOR	PROFESSOR
		YEARS 2-3	YEAR 4 AND BEYOND		
FUNDING (Grants or Contracts)	FULL INDIRECTS	Encouraged to obtain as PI, Co-PI, and/or Co-investigators			
	PARTIAL/NO INDIRECTS				
PUBLICATIONS	Peer-reviewed manuscripts, letters to editors, book chapters, etc.	1 per year	1 per year	1 per year	1 per year
LECTURES	LOCAL/REGIONAL	1 per year	1 per year	1 per year	1 per year
	NATIONAL	0	1 per year	1 per year	1 per year
	INTERNATIONAL	0	0	0	0
INTERDISCIPLINARY RESEARCH & COLLABORATION		1 per year	1 per year	1 per year	1 per year

Minimal requirements for all faculty related to research/scholarly activity.

5% minimum effort for research/scholarly activity

All ranked faculty are expected to contribute to the research mission of the College. This minimum 5% effort may be achieved by participation in sponsored or departmental research activities.

The 5% minimum effort for research/scholarly activity may be reached through multiple activities. All four (4) categories of effort must be met by each ranked faculty member.

- * grant funding
- * publications of peer-reviewed manuscripts, letters to the editors, case studies, book chapters, etc.
- * presentations at local, regional, national and international meetings.
- * evidence of interdisciplinary research collaboration as evidenced by joint submission of: internal or external grants, abstracts for regional, national, and international meetings, and publication of manuscripts.

BASE PAY REQUIREMENTS Existing & New Faculty		ASSISTANT PROFESSOR		ASSOCIATE PROFESSOR	PROFESSOR
		YEARS 2-3	YR 4 & BEYOND		
FUNDING (Grants or Contracts)	FULL INDIRECTS	Submitted one competitive grant	Existing: Submitted one competitive grant New: Rec'd one competitive grant of \$150K/yr or higher	Exist: Rec'd competitive grant of \$150K/yr or higher New: Rec'd one competitive grant of \$200K/yr or higher	Exist: Rec'd competitive grant of \$150K/yr/grant or higher New: Rec'd one competitive grant of \$250K/yr/grant or higher
	PARTIAL/NO INDIRECTS	Existing: Submitted one competitive grant New: Obtained an internal or external grant/contract of \$50K/yr or more	Obtained an external grant/contract of \$50K/year or more	Exist: Obtained an external grant/contract of \$50K/yr or more New: Obtained an external grant/contract of \$75/yr or more	Exist: Obt'd external grant/contract of \$50K/yr or more New: Obt'd external grant/ contract of \$100K/yr or more
PUBLICATION (n)	HIGH IMPACT	0	Exist: 0 New: 1/yr	Exist: 0 New: 1/yr	Exist: 0 New: 1/yr
	MEDIUM IMPACT	1 per year	Exist: 1/yr New: 1-2/yr	Exist: 1/yr New: 1-2/yr	1-2 per year
	LOW IMPACT	1 per year	1-2 per year	2-3 per year	2-3 per year
LECTURES	REGIONAL	1 per year	1-2 per year	1-2 per year	1-2 per year
	NATIONAL	0	1 per year	1 per year	1-2 per year
	INTERNATIONAL	0	Exist: 0 New: 1/yr	1 per year	1 per year
INTERDISCIPLINARY RESEARCH & COLLABORATION		1 per year	1-2 per year	1-2 per year	1-2 per year

INCENTIVE PAY REQUIREMENTS		ASSISTANT PROFESSOR		ASSOCIATE PROFESSOR	PROFESSOR
		YEARS 2-3	YR 4 & BEYOND		
FUNDING (Grants or Contracts)	FULL INDIRECTS	Received one competitive grant of \$150K/year or higher	Received one competitive grant of \$200K/year or higher	Received one competitive grant of \$300K/yr/grant or higher	Received two competitive grants of \$200K/yr/grant or higher
	PARTIAL/NO INDIRECTS	Obtained an external grant/contract of \$100K/year or more	Obtained an external grant/contract of \$100K/year or more	Obtained an external grant/contract of \$150K/year or more	Obtained an external grant/contract of \$150K/year or more
PUBLICATION (n)	HIGH IMPACT	1 per year	1 per year	1-2 per year	2 or more per year
	MEDIUM IMPACT	1-2 per year	1-2 per year	2-3 per year	2-3 per year
	LOW IMPACT	1-2 per year	2-3 per year	3-4 per year	3-4 per year
LECTURES	REGIONAL	1-2 per year	1-2 per year	1-2 per year	1-2 per year
	NATIONAL	1 per year	1 per year	2-3 per year	2-3 per year
	INTERNATIONAL	1 per year	1 per year	1 per year	1 per year
INTERDISCIPLINARY RESEARCH & COLLABORATION		1 per year	1-2 per year	1-2 per year	1-2 per year

BONUS PAY REQUIREMENTS		ASSISTANT PROFESSOR		ASSOCIATE PROFESSOR	PROFESSOR
		YEARS 2-3	YR 4 & BEYOND		
FUNDING (Grants or Contracts)	FULL INDIRECTS	Rec'd one competitive grant of \$200K/yr or higher	Rec'd one competitive grant of \$300K/yr/grant or higher	Rec'd two competitive grants of \$200K/yr/grant or higher	Rec'd two or more competitive grants of \$300K/yr/grant or higher
	PARTIAL/NO INDIRECTS	Obtained an external grant/contract of \$100K/year or more	Obtained an external grant/contract of \$150K/year or more	Obtained an external grant/contract of \$150K/year or more	Obtained an external grant/contract of \$200K/year or more
PUBLICATION (n)	HIGH IMPACT	1 per year	1-2 per year	2 or more per year	3 or more per year
	MEDIUM IMPACT	1-2 per year	2-3 per year	2-3 per year	3-5 per year
	LOW IMPACT	2-3 per year	3-4 per year	3-4 per year	3-5 per year
LECTURES	REGIONAL	1-2 per year	1-2 per year	1-2 per year	1-2 per year
	NATIONAL	1 per year	2-3 per year	2-3 per year	3-4 per year
	INTERNATIONAL	1 per year	1 per year	1-2 per year	2-3 per year
INTERDISCIPLINARY RESEARCH & COLLABORATION		1 per year	1-2 per year	1-2 per year	1-2 per year

* For faculty hired as of July 2006 these are criteria. For existing faculty these are guidelines with the expectation that current faculty are transitioned under the criteria within ____ years.

AIMS Clinical Criteria

- * Every faculty member needs a measurable assignment that equals 100%, a portion of which is *Clinical Performance*.
- * Clinical faculty must achieve their base and incentive salary on work RVU's (75% MGMA, academic, by specialty **or** the UHC by specialty), collections through IDX (Billable, Collectable, Auditable Services) and a portion of contractual or other state dollars.
- * Divisional and departmental annual budget must be balanced.
- * For Clinical Research, Medicare RVU Converter may be substituted.