

Applies To: Faculty  
 Department: Obstetrics and Gynecology  
 Revised: N/A  
 Effective Date: July 1, 2017

<b>Title: Faculty FTE Allocation</b>	<b>Policy</b>				
<b>Patient Age Group:</b>	<input checked="" type="checkbox"/> N/A Adult	<input type="checkbox"/> All Ages	<input type="checkbox"/> Newborns	<input type="checkbox"/> Pediatric	<input type="checkbox"/>

**POLICY STATEMENT**

To describe the guidelines for faculty FTE allocation.

**GUIDELINES FOR FACULTY FTE:**

**Clinician Educators**

Full time faculty on the Clinician Educator track have a clinical FTE of 0.8 and an education FTE of 0.1. The remaining 0.1 is allocated to administrative FTE, but could be split between research with Division Chief/Chair approval.

<i>Example</i>	<b>Clinician Educator</b>
<b>Clinical FTE</b>	0.8
<b>Education FTE</b>	0.1
<b>Administrative FTE</b>	0.1
<b>Research FTE</b>	0.0
<b>Total FTE</b>	1.0

Part time Clinician Educators should remain at this ratio, but may be individualized based on total FTE and the clinical needs of the division/department.

FTE allocation will be reviewed annually and approved by the Division Chief and Chair.

**Tenure/Tenure Track**

Full time Assistant Professor faculty on the Tenure Track have a clinical FTE of 0.7 and a research FTE of 0.2. The remaining 0.1 FTE is allocated to administration, but could be split between education with Division Chief/Chair approval.

<i>Example</i>	<b>Tenure Asst Professor</b>
<b>Clinical FTE</b>	0.7
<b>Education FTE</b>	0.0
<b>Administrative FTE</b>	0.1
<b>Research FTE</b>	0.2
<b>Total FTE</b>	1.0

Full time Associate and Full Professor faculty on the Tenure/Tenure Track have a clinical FTE of 0.8. The expectation is that these faculty will secure funding to cover a portion of their salary, reducing cFTE

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and increasing research FTE. The department will fund 0.1 Administration and 0.1 Research. Any additional FTE allocated to research should have separate funding.

<i>Example</i>	<b>Assoc/Full Professor</b>
<b>Clinical FTE</b>	0.6
<b>Education FTE</b>	0.0
<b>Administrative FTE</b>	0.1
<b>Research FTE</b>	0.1
<b>Funded Research FTE</b>	0.2
<b>Total FTE</b>	1.0

*In this example, the faculty has funding for 0.2 of their FTE on a grant, thus reducing the clinical FTE to 0.6.*

Faculty who are tenured or on the tenure track and have not secured outside funding, may be eligible for continued department support. This is contingent upon actively seeking outside funding as determined by the Division Chief and Chair. Additionally, newly hired faculty who enter as Associate Professor or Professor may be eligible for this type of limited support to be determined on an individual basis by Division Chief and Chair.

Part time Tenure/Tenure Track faculty should remain at this ratio, but may be individualized based on total FTE and the clinical needs of the division/department.

FTE allocation will be reviewed annually and approved by the Division Chief and Chair.

For maintenance of clinical skills and patient care continuity, providers with a full time FTE (1.0) will be expected to have a minimum of 0.40 cFTE. cFTE minimums for part time faculty will be determined on an individual basis with chief and chair approval.

#### **Formal Administrative Titles**

Faculty who hold formal administrative titles with a stipend are compensated in the Admin B section of the FIBCI. Faculty who hold titles such as Residency or Clerkship Director may be considered for additional FTE upon Chief and Chair discussion. The FTE allocation is based on requirements from accrediting bodies (e.g. ACGME, etc.)

<b>Title</b>	<b>FTE</b>
Division Chief	0.1
Medical Director	0.05
Vice-Chair	0.05
Fellowship Director	0.2
Residency Director	0.5
Clerkship Director	0.3

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**DOCUMENT APPROVAL & TRACKING**

Prepared by: Administration

Approved by: Eye Espay, MD, MPH

Approval: 

6/30/2017

Chair, Department of Obstetrics and Gynecology

Date

SOP # / Version #	Effective Date	Supersedes	Review Date	Summary of Change(s)
2	7/1/2017	Version 1	6/30/17	Updated cFTE Floor

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