

## Duties and Time Commitments of Volunteer Faculty

It has always been difficult to define a specific commitment of time for tasks for volunteer faculty since the needs of the Department and the utilization of faculty varies from year to year. A Volunteer Faculty Action Committee surveyed the faculty and the following guidelines were developed:

1. Appointment to volunteer faculty requires a commitment to teaching, research and/or administrative efforts of the Dept. and College of Medicine separate from, and in addition to participation in the teaching program as a consequence of patient care activities at Fletcher Allen Health Care.
2. A minimum of XX hours per year in approved teaching, research or administrative activities is required for reappointment to the volunteer faculty.
3. The commitment of time may be fulfilled in one or more of the following activities:
  - a. Basic Clerkship Tutor: 10 hours per student
  - b. Clinical Core Tutor for one month: 20 hours
  - c. Inpatient Teaching Attending for one month: 50 hours
  - d. Subspecialty Attending for one month: 50 hours
  - e. Office Preceptorship for one month: 50 hours
  - f. Formal lectures in basic science and or clinical courses: 2 hours per hour of lecture
  - g. Supervision of residents in a weekly clinic setting for one year: 50 hours
  - h. Other activities approved by the Department Chair, judged on an individual basis. These might include participation in research projects, serving on departmental committees, presentation of workshops and seminars, etc.
4. Satisfactory performance in any of the above activities, as judged by the person responsible for the activity is required to obtain credit for it. Evaluations of teaching effectiveness will be obtained from students and housestaff on a regular basis and shared with the faculty member. In addition, participation and performance in the above activities will be considered carefully in the reappointment and promotion process.

The Department of XXXX appreciates the many outstanding contributions made by the volunteer faculty to its educational programs.