Tracking Tool for Teaching Effort

July, 2017
Tracking Tool

In an effort to help faculty document both their teaching and teaching effort, a new tracking tool has been developed in conjunction with the Faculty Affairs Office, the Academic Programs Office and faculty leadership.

The categories of ‘teaching’ have been expanded in order to better clarify the teaching effort of our faculty.

The new tracking tool will include formulas used to calculate your teaching effort for you and will replace sections 3 and 4 of the educational database starting in July 2017.
The teaching categories listed in the tracking tool are much the same as in the sections 3 and 4 in the legacy EDB with the caveat that the categories may not be restricted to type of learner. For example, there is no longer a separate section for CME teaching only.

- Lecture/Facilitated Learning Activity
- Clinical Teaching
- Supervised Scholarship
- Mentoring
- Masters Programs’ required course meetings
- Assessment Activities
- Educational Administration Activities
Lecture/Facilitated Learning Activities

**Lecture**: Presentation given in-person or electronically (e.g., online class, podcast, webinar) that is intended to teach and is delivered to an audience of any size.

**Teaching credits (incorporates prep time):**
- **New Lecture** = 6 credits per lecture hour
  
  Not sure if your lecture qualifies as new? Ask us!
  
  Anna Delaney, 215-898-8091, delaneya@upenn.edu
  
  Kelli Cave, 215-573-2079, kellijw@upenn.edu

- **Existing Lecture** = 2 credits per lecture hour

**Facilitated Learning Activities (FLA)**: Individual or group activity conducted in-person, electronically or through simulation in which the teacher engages the student(s) through discussion, cases, questions, etc. to enhance learning.

**Teaching credits (incorporates prep time):**
- **New FLA** = 6 credits per lecture hour
  
  Not sure if your lecture qualifies as new? Ask us! (see above)

- **Existing FLA** = 2 credits per lecture hour; this includes those faculty who are not responsible for the development of content of the FLA
Clinical Teaching

Supervision and teaching of one or more trainees in clinical settings including outpatient practices, inpatient services, procedure units, diagnostic sessions, operating rooms, etc.

- Credit will be given based on total number of sessions (not number or level of trainees) in the ambulatory, diagnostic and procedural areas OR total days for operating room and inpatient service time as follows:
  - 1 credit for a half-day clinic, procedure or diagnostic session, or weekend inpatient service day spent with trainees.
    - 1 day per week X 40 weeks per year x 1 credit = 40 teaching credits per year.
  - 2 credits for an inpatient service weekday or 8-12 hour ER shift.
    - 5 days per week x 12 weeks per year service x 2 credits = 120 teaching credits per year (note: weekends/holiday service count as 1 credit per day)
    - 1 day
    - 30 ER shifts per year x 2 credits = 60 credits per year
  - 4 credits for a 24-hour period in-house on clinical service with trainees.
    - 10 24 hour period per year x 4 credits = 40 teaching credits per year
Supervised Scholarship

Faculty who supervise the scholarly activity of trainees, including the design, conduct, analysis and development of the scholarly work will receive teaching credit as follows:

- Accepted abstracts, posters, oral presentations (internal or external): 5 credits for each item.
- Submitted/Accepted manuscripts: 10 credits for each manuscript.
- Thesis/Postdoc advisors: 50 credits annually.
- Grant proposal to an external funding agency: 10 credits for each proposal.

Each type of product can only be claimed once, for the year when it is published and the supervised trainee must be first or second author.
Mentoring is essential to the continued development of trainees, students and faculty. Faculty who provide mentoring to members of the Penn Medicine community related to career development, capstone projects or who serve as thesis committee chairs and/or qualifying exam committee members qualify for teaching credit. Each mentoring relationship that requires more than 8 hours per year will receive 5 teaching credits.

- Credit for longitudinal mentoring and scholarship cannot be claimed in the same year.
- Informal or ad hoc mentoring is considered an expectation of an academic appointment and will not count towards teaching effort.
- Mentoring performed in the context of a leadership role in medical education (i.e. course director, program director) is assumed to be part of the responsibilities of such a role and will not count towards teaching effort.
Applies to the direct supervision of trainees in the following setting:

- Graduate students on lab rotations: 25 credits per student
- Undergraduates and high school students performing research projects: 25 credits
- Post-bac students for 1 year: 50 credits
- RCR training > 4 hours: 4 credits.
Masters Programs

- Faculty who teach in Master's programs which require weekly meetings with individual students will receive teaching credit as follows:
  - 25 credits for courses with enrollment less than 30 students
  - 35 credits for courses with enrollment greater than or equal to 30 students

*Faculty who receive additional compensation for serving as a course instructor are not eligible for this teaching credit.*
Assessment Activities

- Assessment is an important part of teaching and includes reviewing and grading written, i.e., not multiple choice exams, grading capstone projects and direct observation of either trainees or peers.

- Each hour of assessment will two teaching credits.
Administering educational programs or serving on selection committees is recognized as an important contribution to the educational mission of Penn Medicine. Faculty who serve in these roles will receive teaching credit as follows:

- **BGS administration:**
  - BGS Director, Graduate Group Chairs, Graduate Group Program Chairs, Graduate Group in Epidemiology & Biostatistics [GGEB]), Training Grant (NIH-T32) PI's, MD/PhD Program Director, Director of Masters Programs – 63 credits per year

- **GME Administration (ACGME accredited programs):**
  - Program Directors: 63 credits per year
  - Associate Program Directors: 30 credits per year

- **UME/BGS/Masters Course Directors/Co-Directors:**
  - Courses directors who run courses 15 weeks or less in length will receive 2 teaching credits for each week; 4 week course X 2 credits = 8 teaching credits (should a course run beyond 15 weeks, credit will be accrued at one credit per week beyond 15 weeks.)
Teaching is a valued and essential part of the mission of Penn Medicine.

These revisions to the educational database will help our faculty track the teaching and teaching effort they perform as part of the Penn Medicine Community.

Please contact us should you have any questions regarding how to complete your individual tracking tool.