

# DOE Worksheet (2026–2027): Simplified Guide

## 1. General Rules

- Use the **correctly formatted DOE worksheet** (last year's version should be fine). Do **not** unlock or change formulas.
  - You **may edit content and add rows**, but **do not add or change columns**
  - Use **comment boxes** to explain adjustments or unusual activities.
  - **Exclude overload activities** (anything paid separately). Overload is approved through a different process. [
  - **DOE changes >5% during the year must be reported** and will trigger a revised DOE
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## 2. Calendar & Timing

- There is **no Summer I / Summer II**.
  - Assign DOE time as:
    - **July portion**, and
    - **May/June balance**
  - You may need to list the same course twice; this will be reconciled centrally.
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## 3. Base Work Year (for Manual Estimates)

- 9–10 month faculty: **37 weeks**
  - 11 month faculty: **41 weeks**
  - 12 month faculty: **45 weeks**
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## 4. Instruction (Guidelines — Chair approval required for adjustments)

### A. Lecture Courses

- **1 credit hour = 16 formal contact hours/semester**
- **Prep/grading/other work = 3.8 hours per contact hour**. If team teaching, this applies only for content for which you are responsible.
- **Other Contact hours:** Formally scheduled hours that are OUTSIDE regular class time but are built into the course. Example includes meeting to approve a work product for a small group of students.
- Expected DOE per credit hour:
  - 9–10 month: **4.2%**
  - 11 month: **3.7%**
  - 12 month: **3.4%**
- DOE may be adjusted up or down (explain in comments) for enrollment (large or small), TAs (reduce prep/grading), team-teaching (adjust based on roles), guest lecturers, travel (increase), multiple sections (reduce prep/grading), repetitions of labs for smaller groups (increase for actual contact), or minimal course revision (reduce).

### B. Lab Courses

- **1 credit hour = 32 formal contact hours/semester**
- **Prep/grading = 1.5 hours per contact hour**
- Adjust DOE if labs are repeated, or if lab prep/grading is handled by others. Large changes must be approved by Chair.

### C. Other Instruction Types

- **Combination lecture/lab:** Adjust using the provided example in the detailed overview.
  - **Seminars, independent studies, clinical courses:** Base DOE on **actual time** and discuss with Chair.
  - **Courses without course numbers and guest lectures** → enter under **Other Instruction**. If  $\geq 8$  hours in a course, consider listing as co-instructor (Chair approval).
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## 5. Advising & Supervision (Instructional)

- Advisory time is mostly **fixed-hour estimates per student**:
    - UG advising: **1 hr/semester**
    - Professional students: **1–2 hrs/semester**
    - Master's (non-thesis): **1 hr/semester**
    - Thesis Chair: **25 hrs/year**
    - Dissertation Chair: **50 hrs/year**
  - Enter **numbers only** (names required only for thesis students and PhD students).
  - Advising tied to formal roles (e.g., DGS, DUS) belongs under **Administration**, not here.
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## 6. Curriculum Development

- Counts as **Instruction**, not extra teaching time.
  - Covers **new courses/programs** or **major revisions only**.
  - Time must be **negotiated with Chair**.
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## 7. Research & Scholarship

- **All sponsored research must be included** on the DOE including funding percentages and dates.
  - If funding ends mid-year, reduce DOE proportionally.
  - Sponsored and non-sponsored research percentages, activities, and products are **negotiated with Chair**.
  - Editorial duties and manuscript reviewing count as **Service**, not Research.
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## 8. Service

- Typical service load: **5–8%**, **should not exceed 10%** without Chair approval.
  - Categories:
    - Service to public (profession-related only)
    - Service to profession
    - Service to institution (committees, meetings, citizenship)
  - Exclude service tied to formal administrative roles.
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## 9. Clinical Service (if applicable)

- Patient care (Practice Plan) can be **up to 50%** for Clinical Title faculty.
  - Clinical scholarship (non-sponsored) is **limited to 10%**.
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## 10. Administration

- Standard DOE ranges:
    - Chair: **30–49%**
    - Program Director: **20–40%**
    - DGS: **12%**
    - DUS: **20%**
  - Other admin duties are negotiated individually.
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## 11. Professional Development

- Normally **≤2%**, unless negotiated.
- New faculty may have **an extra 2–4%**.
- Includes conferences, sabbaticals, and approved development activities.