

# FACULTY EFFORT REPORT FAQ

## Q: Trouble logging on?

A: When prompted to enter your username and password, make sure you enter your email with the @som coming before marshall.edu. This is the same as if you were logging into Outlook web. (Example: [mooneym@som.marshall.edu](mailto:mooneym@som.marshall.edu)) The password will be the same as your login for Outlook web or a computer on the SOM network.

## Q: What does SHE stand for?

A: Semester Hour Equivalent. For more information on how these are calculated please visit: <https://somwebapps.marshall.edu/facultyEffort/SHEcalcDetails.asp> and use your Marshall log in. If you are still having problems, try logging in from a different computer that is not part of the hospital network.

## Q: Where do I log meetings with MD students?

A: Meetings with MD students can be logged through the student mentoring log, which is accessible via the “Update>>” link in the grey “Student Advising” section header.

## Q: Where do I log meetings with non-MD students?

A: Meetings with non-MD students are not logged. **Dr. Todd Green** provides the list of faculty and their assigned PhD advisees. PhD advising effort is reflected in the scholarly publications that result from those activities, with a bonus given for publication cited in PubMed with a trainee as a named author.

## Q: Is it possible for ‘Assistant Course Directors’ to receive academic credit for helping to teach elective courses?

A: From the current set up **No**. ‘Course Directors’ and ‘Assistant Course Directors’ of elective courses do not receive credit. Only ‘Course Directors’ for REQUIRED courses receive such credit.

## Q: Where should ‘Assistant Course Directors’/‘Course Directors’ of elective courses record this academic information?

A: Under “Other Activities.” There is a blank text box under “Other Activities” where they can describe the activities, followed by a second box where they can record the total number of hours spent during the reporting period on those “other” activities.

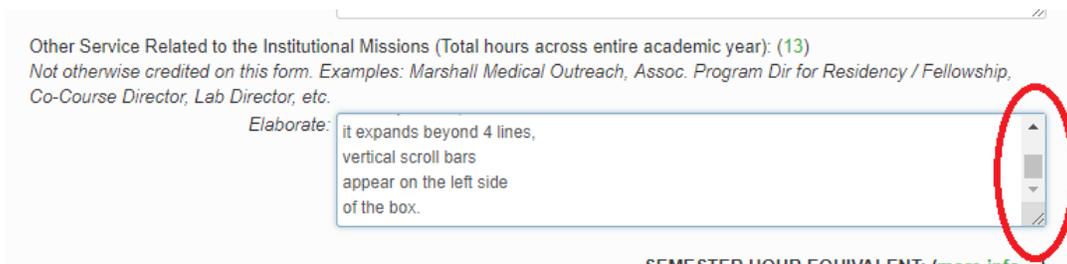
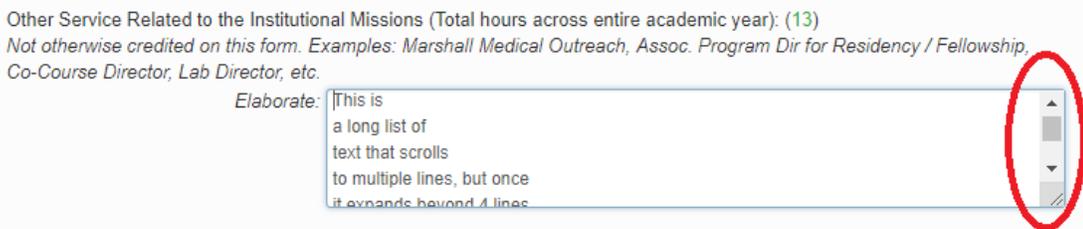
The following is the prompt on the form, including examples:

Other Service Related to the Institutional Missions (Total hours across entire academic year): (13)

*Not otherwise credited on this form. Examples: Marshall Medical Outreach, Assoc. Program Dir for Residency/Fellowship, Co-Course Director, Lab Director, etc.*

**Q: I am unable to see everything that I have entered into the text box, how can I see it and edit it?**

A: If the text typed into the box expands beyond 4 lines, vertical scroll bars will appear that allow the user to scroll down to additional lines.



**Q: Is the effort calculated based on what is entered in each field?**

A: YES , There is a “more info...” link within each section on the line where the resulting SHE is calculated that explains the underlying calculation algorithm for that section.

TEACHING EFFORT	Actual 2014-2015	Actual 2015-2016
MD MS1 & MS2 Curriculum Hours (plus 2 hours prep time for each hour) <a href="#">Show Details &gt;&gt;</a> <i>Calculated from the SOM Curriculum Map &gt;&gt; (1)</i>	16.00	16.00
MD MS1 & MS2 Curriculum Sessions Outside of Classroom Time (3 hours credit for each session) <a href="#">Show Details &gt;&gt;</a> <i>Calculated from the SOM Curriculum Map &gt;&gt; (1)</i>	5	4
MD MS3 & MS4 Curriculum Hours <a href="#">Show Details &gt;&gt;</a> <i>Calculated from the SOM Curriculum Map &gt;&gt; (1)</i>	0.00	0.00
Residency / Fellowship Lectures (plus 2 hours prep time for each hour) <a href="#">Show Details &gt;&gt;</a>	1.00	1.00
Non-MD Curriculum Hours (plus 2 hours prep time for each classroom hour) <a href="#">Show Details &gt;&gt;</a>	0.00	9.00
MS1 or MS2 Block Leader (4 hours per week of block / 45 weeks in academic year)	0.00	0.00
MS3 Clerkship or Required MS4 Course Director (4.0 SHE)	0.00	0.00
Residency / Fellowship Program Director (varies based on program size)	0.00	0.00
non-MD Course Director (2.0 SHE)	0.00	2.00
<b>SEMESTER HOUR EQUIVALENT (more info...)</b>	<b>1.41</b>	<b>4.00</b>
<b>PERCENT OF TOTAL EFFORT:</b>	<b>4.4 %</b>	<b>18.2 %</b>

**Q: Why does there seem to be inaccurate information captured?**

A: The main source of inaccurate information is from the data that is requested from departments. Examples include:

- a. Teaching hours in pre-clinical years captured from the curriculum map. Which are posted on the curriculum map by Block directors .
- b. Number of lecture hours given to residents and fellows. These numbers are requested by the Office of GME and are usually provided by the residency program coordinators.
- c. Number of lecture hours given to Non- MD students are provided by director of biomedical education
- d. The members of standing committees are provided by Office of Faculty Advancement
- e. Clinical Work RVU data includes occasional omissions in the list provided by Marshall Health Operations

**Q: Why do some faculty not seem to receive credit for things that they do?**

A: If there are common tasks that comprise work toward the institutional missions of education, research, clinical care, and service, then a proposal on what exactly to capture, and how, should be offered to **Dr. Petrany**, chair of the faculty effort report committee.