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) 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 login. 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.

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.