Supporting Faculty and Staff at UNE to Foster a Culture of Positivity, Value, and Support

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University of New England's School of Pharmacy (UNE SOP) knows faculty and staff need to be successful in order to support the learning needs of our students. Different levels of support are offered and blended together to provide opportunities for growth and wellbeing. These include various faculty development days where faculty and staff participated in workshops aimed at providing efficiency in our everyday work, incorporating best practice strategies and training on new tools to foster teaching effectiveness, and balancing workload.

Workload Assessment

Workload Review

SOP Dean and Department Chairs reviewed faculty workload to streamline assignments that aligned with faculty's available time. Changes made included fewer committees and member assignments, and coursework efforts minimized by keeping the same faculty in the same courses in subsequent years to decrease needs of creating new material.

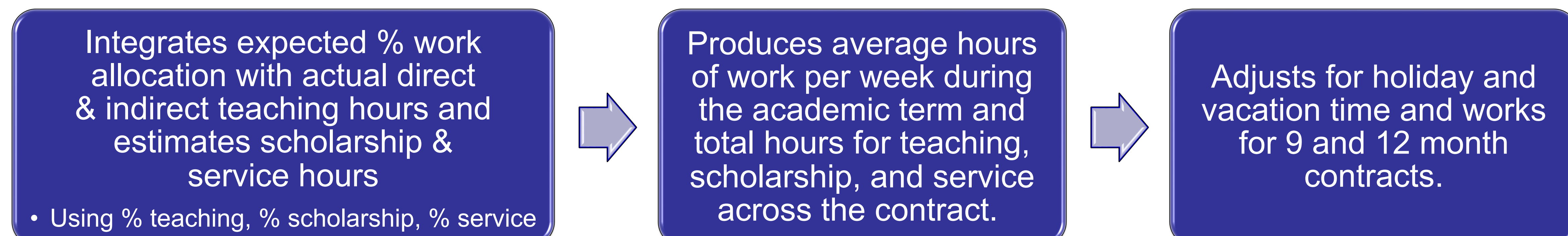**Additional faculty service commitments clarified and condensed:**
- Reduction from six to four school committees
- Faculty requirements serving on committees reduced from two to one per year
- SOP committee chairs serve on corresponding College committees
- Student advisors rotated evenly amongst all faculty members
- Faculty expectations set to attend at least 2 recruitment events/semester
- Attendance at major school and university events required

Faculty Teaching at Clinical Sites:
- Deeper dive into time spent teaching vs. clinical activities
- Translation of clinical teaching time into a credit hour basis
- Results in better representation of teaching loads and assignments
- Adjunct didactic teaching needs identified after reviewing faculty expertise

Workload App

A new app* was incorporated to analyze workload and provides a more granular look at collective efforts of each faculty member. This tool:

| Integrates expected % work allocation with actual direct & indirect teaching hours and estimates scholarship & service hours • Using % teaching, % scholarship, % service | → | Produces average hours of work per week during the academic term and total hours for teaching, scholarship, and service across the contract. | → | Adjusts for holiday and vacation time and works for 9 and 12 month contracts. |

*Developed by Siconolfi Academic Computing Solutions, LLC

Faculty Development

Faculty Retreat Days

Faculty retreat days are held when classes are not in session (e.g.,August before student orientation, December after final exams, early January, March during spring break, May after graduation). These school and college retreat days are focused on faculty development topics, and also include curricular meetings, policy updates and strategic planning sessions. Their purpose is to provide faculty and staff opportunities for more frequent collaboration.

Faculty Development Activities in AY 2023-2024

- Introduction to AI presentation

- Introduction to "Box"
  - Tutorial for setting up a university account with "Box". The goal of this cloud-based content management system is to make sharing, editing, and cosigning files easier and more efficient for faculty and staff

- AACP group webinar view with discussion
  - Viewing of a webinar on having difficult conversations. The video was paused at various points to allow for faculty and staff discussion

- Exam building best practices (focus with ExamSoft functionality)

- Building course syllabi

- Creating effective goals workshop