

Memorandum of Understanding (MOU) for Faculty with University & VA Appointments

General Notes:

- UMSOM driven.
- Agreed to by BVAMC.
- Protects University and UMSOM with respect to commitments to VA
- Need to re-do every time there is a change in the balance of relative effort
- Effort percentages not necessarily same as research effort reporting

Discussion on completing form:

Period Covered: Keep open ended so don't have to re-do the form every year. (For example: "7/1/2020 – Until the faculty member's relative efforts between the VA and University change")

How to complete the numbers section:

Baseline information:

- VA: 40 hour work week institution
- University generally considered a 60 hour work week institution

1. Determine # of 8ths (X); plug in
2. # hours at VA = $X/8 * 40$ hours
3. Total VA % effort = $(\# \text{ hours at VA} / 60 \text{ hours total effort}) * 100$
4. Plug in total faculty member's effort bottom-right total box (100% if GFT; less if part-time)
5. Total % University effort = Total faculty member's effort - Total VA % effort
6. Of total VA effort, figure how much is dedicated to research and how much is dedicated to clinical, teaching and administrative activities; plug in numbers (see notes on attached page for guidance)
7. Of total University effort, figure how much is dedicated to research and how much is dedicated to clinical, teaching and administrative activities; plug in numbers (see notes on attached page for guidance)
8. Total across for total % effort in research
9. Total across for total % effort in clinical, teaching and administrative activities
10. All totals should equal sum of parts