

CHFM Course Decoder

Course Number:	Universities Course Name:	Descriptive Name:	Course Coordinator:
MDC7123	SR COM HLTH FAM CLERK	Senior Family Med Clerkship	Kim Zinkel – 265-9564
MDC7124	FAMILY MED/GERIATRICS	3 rd Year Med. Student Clerkship	Jessica Highland – 273-5151
MDT7100	ELECT TOP/COMMUNITY	Common & Advanced Procedures	Lea Crowley – 273-5155
MDT7100	ELECT TOP/COMMUNITY	UF Student Health	Kat Lindsey – 273-4565
MDT7100	ELECT TOP/COMMUNITY	Med. Edu. Independent Study	Kathy Green – 294-4982
MDC6100	Intro to Clinical Practice	Intro to Clinical Practice	Shawn Murphy – 273-8580

Academic Activity Reporting (AAR)

Academic Activities Reporting (AAR) is your teaching effort. Any time you work with a student, in the classroom, bedside as part of a clerkship, small group, any time a student registers for a course, there is teaching effort. The office of Institutional Planning sends an email letting you know what course have been reported for you. If you agree, you do nothing. If you disagree, this would be time to contact the Course Coordinator to make corrections. Please note, when you receive the email you will also see different section numbers. Section numbers are assigned for several reasons. Out of state and in state students, different periods, courses that include additional fees, and independent studies. To clarify the courses, please see the above “Course Decoder” for the Community Health and Family Medicine courses.

AAR Relevant Definitions:

12-hour rule: Each full-time faculty member who is paid wholly from the state shall teach a minimum of 12 classroom contact hours per week. Or, any faculty member who is paid partly from state funds shall teach a minimum of contact hours in proportion to the 12 contact hours per week.

Details on Headcount: Course Coordinators use a spread sheet that is provided by Medical Education. This sheet collects how many lectures are done, including lab teaching, from that it provide an estimate of the prep time. Then, how many ½ days with a medical student, the total number of days is divided by all of the days everyone had taught, or how many lectures. Then that total is divided by number of faculty on the course. So the final calculation for each faculty member gives the portion of the total Head Count or, the number of students enrolled in the course. So basically, **what “piece” of a student’s “head” do I get credit for?**

How is Headcount Calculated on my Effort Report?: Using the 12-hour rule, if a faculty member’s total headcount for a course was a calculation of .78, they would divide .78 by 12 which would equal .065, times 100, which equals 6.50, that would be the maximum effort “Max%” allowed for that faculty member.