

MEMORANDUM

DATE: July 14, 2015

TO: Deans, Department Chairs, and School Directors
Megan Davis, Interim Executive Director, HBOI

FROM: Gary Perry, Provost and

Vice President for Academic Affairs



SUBJECT: Faculty Assignment Guidelines (Supersedes all prior memoranda and policies)

In keeping with the goals established by the FAU Board of Trustees, faculty members at Florida Atlantic University will be given assignments that may include instruction, research, scholarship and creative activity, academic administration, and service to the department, college, university, profession and community. Faculty assignments should be equitable but are not usually identical, taking into consideration the needs of the program and the needs, talents and productivity of the individual faculty member.

An instructional assignment may include classroom instruction, supervision of dissertations, theses and directed independent studies. Variables that may affect the classroom instructional assignment include, but are not limited to, enrollment, travel time, use of teaching assistants, multiple sections of the same course, the amount of preparation required (e.g. a new course or a course that has been taught previously), and the level of the course (undergraduate or graduate). Instruction-related activities include advising of students, supervision of student internships or coops, new course development, development of materials or teaching methodology for subsequent courses, and new program planning. Instructional activities for which faculty receive additional compensation should not be included in the annual assignment of responsibilities.

All faculty members are expected to maintain a program of research, or scholarly and creative activity at a level that, at a minimum, keeps them abreast of developments in their field and keeps their teaching up-to-date. It is understood, however, that some faculty will expend a substantial effort in this area, with defined projects and specifiable outcomes. These faculty should be assigned research and scholarly/creative activities at a level commensurate with the intensity of their research, scholarship and/or creative productivity. These assignments should be accompanied by the identification of a specific activity and specific expected outcomes. There are times when supervision of a Directed Independent Study is more research than instructional focused.

Faculty may also be assigned to service or academic administration. Service assignments may include committee service at the department, college or university level, and involvement in professional service to the public or the discipline. Other assigned duties may include management or administration of an academic unit, academic administration activities such as preparation for accreditation and program reviews, or university governance.

The academic assignment should reflect the percentage of overall effort (not time) in each area of the the faculty's total assignment for a given semester. The percentages of effort are not fixed, and the Chair/Director must be flexible in the assignment of percentages of effort to faculty activities in each of the areas mentioned above, recognizing the number of factors that may influence the individual faculty member in each area of assignment. Faculty members with external grant support may "buy out" of a percentage of their assigned responsibilities in order to fulfill the requirements of the grant.

Faculty assignments are to be recorded in the Annual Assignment module of the Faculty Activity and Information Reporting (F.A.I.R.) system. F.A.I.R. Activity Category Definitions are attached and are available on the F.A.I.R. website. The Instructional assignment portion only requires that a course prefix be entered as a placeholder for specific courses that may be assigned later. Activities are assigned by term and by category, with text boxes for required narrative information. It is essential that the text box narrative contains specifics about the Assignment in that particular area since evaluation must be based on assignment. Assignment forms may either be signed electronically or printed and signed, and an optional cover letter may be generated to accompany the assignment. Staff in the Office of Institutional Effectiveness and Analysis are available to assist you in working with F.A.I.R..

One of the strengths of FAU is the diversity of its nine Colleges – each with its own mission and distinct set of responsibilities. A single assignment formula cannot adequately address these differing roles and responsibilities. For this reason, each college is being asked to review their current Faculty Assignment Guidelines, in the context of the strategic plan of the unit, college, university and Board of Governors. Following adoption by the college, all guidelines must be approved by the Provost or designee, prior to implementation, to assure that they are fair, equitable, and meet the above guidelines.

Last year we had several workshops on Annual Assignments and Annual Evaluations. I look forward to scheduling additional workshops this coming year to continue our work on these important areas.

Cc:

Diane Alperin, Vice Provost, Academic Affairs

Jason Ball, Associate Provost and Chief Information Officer

F.A.I.R. ACTIVITY CATEGORY DEFINITIONS

Definitions are based upon the Provost's Revised Faculty Assignment Guidelines 2005 (March) Memorandum (<http://www.fau.edu/provost/files/facassign.pdf>) and the standard practice for the Instructional and Research Data File (<http://www.flbog.org/chn/cm/cm-e-15.pdf>). They are provided as guidelines for recording information via the Faculty Activity and Information Reporting (FAIR) system: Annual Assignment module; Term Based Activity module (AFD-FAR); Annual Report module; and the Scholarly Activity and Vita Entry module (SAVE).

TEACHING (Course Activities)

Classroom Instruction(Course Section Type=C,D,L,M,P,O)

Instructional activity in the classroom and/or laboratory resulting in the production of Student Credit Hours reported in the official university files. This activity involves instructional preparation, lectures, supervising laboratory work, evaluating student efforts, and conferences with and tutoring of students. Activity is reported in contact hours which are ordinarily the number of hours the section meets per week. Variables that may affect the total contact hours include, but are not limited to, enrollment, travel time, use of teaching assistants, multiple sections of the same course, and the amount of preparation required.

Thesis/Dissertation Supervision(Course Section Type=T,G)

Instructional activity with assignments on master's or doctoral committees. Activity is reported in contact hour equivalencies based on enrollment and/or credit hours.

Directed Individual Studies(Course Section Type=Z)

Instructional activity where students study a specifically assigned topic on their own and meet regularly with the faculty member to review progress and evaluate achievements. Activity is reported in contact hour equivalencies based on enrollment and/or credit hours.

Supervision of Student Interns(Course Section Type=I)

Instructional activity involving the placement of students into internship, supervising and evaluating interns, conducting seminars for and counseling student interns. Such students should be registered for credit for the internship. Activity is reported in contact hour equivalencies based on enrollment and/or credit hours.

Supervised Teaching/Research(Course Section Type=S,R)

Instructional activity involving the supervision of teaching and/or research of graduate students (other than Thesis/Dissertation, Research or Directed Individual Study). Such students must be registered for credit for the teaching or research activity being supervised. Activity is reported in contact hour equivalencies based on enrollment and/or credit hours.

Graduate Laboratory Assistants

Instructional contact hours may be assigned to graduate students providing laboratory assistance.

Graduate Course Graders

Instructional contact hour equivalencies may be assigned to graduate students in support of a course section.

Instructional Site Travel

Additional instructional contact hour equivalencies may be assigned for travel to a secondary instructional site which requires round-trip travel of two or more hours per class meeting.

INSTRUCTION RELATED

Academic Advising

Formal counseling with students on academic course or program selection, scheduling, and career counseling. Supervision of teaching assistants may be reported in this category if not related to courses reported in "Teaching". Activity reports shall describe advising activities in the supporting documentation area.

Other Instructional Effort

Performance of instructional-related activities that are not directly tied to specific credit courses reported in "Teaching". This includes any development activities for courses not reported in "Teaching" for the current term, new course development, new program planning, preparation of assessment plans and academic learning compacts and work on curriculum or curricular committees. General research, scholarly or creative activities required to maintain currency in the discipline and keep teaching up-to-date should also be reported in this category.

Supervision of Co-op Education

Coordinating the placement of Cooperative Education students into supervised work experience, evaluating student progress, and counseling and conducting seminars for Cooperative Education students.

NON-INSTRUCTION RELATED

Public & Professional Service

Public service extends the professional and/or discipline related services of individuals to the community, the state, or the nation. This includes service in professional organizations. The primary intent is to provide professional and/or discipline-related services, other than instruction, that are beneficial to groups, organizations or individuals external to the university. Such public service shall not generate remuneration from third parties. Activity Reports shall list, in the supporting documentation area, the activities toward fulfilling the assignments.

State Mandated Service

Public service activities required by rule or statute to be performed by state universities. This category is to be used for reporting education service effort of faculty and other professional employees involved in the performance of public service activities in the K-12 system that have been assigned by the unit administrator.

Auxiliary Effort

All activities paid from the auxiliary budget that are not specifically assigned to other categories. This category includes effort expended on the operation of residence halls, dining halls, student unions, intercollegiate athletics, theaters, and other similar auxiliary enterprises.

Research/Scholarship/Creative Activity

Departmental Research

Research, scholarly or creative activities ordinarily managed within academic departments. Assignments should be accompanied by the identification of a specific activity and specific expected outcomes. Activity reports should include a description of activities toward the fulfillment of the research assignment. General research, scholarly or creative activities required to maintain currency in the discipline and keep teaching up-to-date should be reported under "Other Instructional Effort".

Sponsored Research

All research, scholarly or creative activities that are paid from the Contracts & Grants budget (sponsored by federal and non-federal agencies and organizations, including federal flow-through).

OTHER

Academic Administration

Supervisory, management or staff activities related to the administration of a department, college, university. This activity provides administrative support and management direction to instructional, research and public service programs and is formally assigned and evaluated. Assignments customarily and regularly require the incumbent to exercise discretion and independent judgment and to direct the work of others. Normally only academic administrators (e.g., chairs, directors, etc.) will report in this category. If the individual does not hold an administrative title, effort in this activity will describe the administrative duties performed by the individual in the supporting documentation area (e.g., preparation for accreditation and program reviews).

University Service

Activities that provide advisory support, including special assignments such as consultation service to university offices and units, faculty governance, and service on non-curriculum related committees. Committee and other activities involving curricular matters should be reported under "Other Instructional Effort".

Leave of Absence with Pay

An authorized, compensated leave of absence granted to an employee by the university. Includes sabbaticals, professional development leave, and disability leave.

Leave of Absence without Pay

Any leave of absence without pay.

UFF Release Time

A reduction in an employee's course load (for instruction) or hours of work (for non-instruction) for purposes of carrying out union activities approved for release time.