

Instructions for Completing the Semester Faculty Assignment Report

Florida Statute 1012.94 requires the assignment of duties for all faculty and administrators. The professional obligations and responsibilities shall be comprised of these assigned duties and those other duties and responsibilities attendant and pertinent to university employment. Florida Statutes relating to this requirement are **1008.46** and **1012.945**. This form is to be completed five days prior to the first day of regular registration **each semester by the unit administrator**. A brief description of all non-instructional activities must be included except for Departmental Administration (8) when the faculty member is the chair, dean, etc. After the form is completed and signed by the faculty member and administrator, the white copy should be retained in the unit's personnel file. The canary copy is given to the faculty member.

At the end of each term, a **progress statement must be added** for activities numbered 2-10. Acceptable statements are "on-going" or "completed". **If the activities reported on the Faculty Activity Report significantly differ (+/- 5%), the assignment report must be modified initialed by the chair and a copy must be given to the faculty member.** Definitions of reporting categories are listed below. For more detailed definitions, refer to the "Faculty and Professional Employee Time and Effort Reporting Instructions" available from the Assistant Provost's Office (392-2476). This publication includes instructions for the on-line Faculty Activity Report completed after the term.

1. **Instructional Assignment** (Classroom/Lab Teaching and Supervision of Thesis/Doctoral Students) -- Instruction of students who are **registered** for credit, and activities related to instruction including preparation for class, grading papers and assisting students. Instructional assignments should be based on the contact hours assigned to each course and must be in compliance with the Twelve Hour Law. To determine the **maximum** percentage to assign for instructional activities, the contact hours are divided by 12. For headcount contact hours, multiply the number of students by the contact hours assigned to the course and divide this amount by 12. If classes are dropped or added, the instructional assignments should be revised at the end of the term. Assignments are categorized as follows: **Lower Division** -- courses numbered 0000-2999; **Upper Division** -- courses numbered 3000-4999; **Graduate Level I (beginning and II (advanced))** -- instruction of master and doctoral level students in graduate level courses, and thesis/dissertation supervision when the student is registered for credit (levels are combined because each percentage is determined by the classification of students registered for courses); and **Graduate III** - instruction of professional students in the Colleges of **Medicine, Dentistry and Veterinary Medicine** only.
2. **Other Instructional Activities** -- Instruction related activities such as development of new approaches, improvement/revisions of materials for credit courses including adaptation of audio-visual methods and experimentation with new teaching methodologies. Also includes effort spent in grading papers and assisting students for a course section of extraordinary size, and effort spent in activities related to teaching a class by a faculty member who does not participate in classroom meetings and has, therefore, not been assigned contact hours. Examples of other activities to be reported here include (1.) activities funded by a training grant, (2.) resident and intern effort, and (3.) effort spent in Teacher Education Center activities. Includes activities of Direct Instructional Support organizations as defined by the Provost, and Organized Teaching which is defined as effort expended on distance learning activities and paid from miscellaneous gifts and grants funds.
3. **Clinical Teaching** -- Assigned only to faculty in the University Counseling Center and Health Center colleges who are teaching in a clinical situation. Individuals taught are usually not enrolled, e.g. residents and interns.
4. **Academic Advisement** -- Formal counseling with students on academic course or program selection, scheduling, and career counseling. The description of duties must include such indicators as number of students formally advised and hours designated for advising.
5. A. **Departmental Research** -- Defined as research development, scholarly and creative activities that are not Organized Research and are not separately budgeted and accounted for.
B. **Organized Research** -- Defined as all research and development activities that are separately budgeted, i.e. Sponsored and University Research.
6. A. **Public Service** -- The duties listed must indicate "specific activities". These activities do not generate remuneration from third parties. Examples include librarian activities; effort expended on DOCE courses; service to students unrelated to credit instruction which may include contact with students regarding personal or social matters (if assigned by chair); service as a member of the editorial board of a scholarly journal; service to the community, State or nation, e.g. participation as a member of an advisory board. This category does not include outside employment or consulting services.
B. **Clinical or State Mandated Service** -- Clinical and State Mandated Service are subcategories of Public Service. Clinical is to be used by the University Counseling Center and colleges in the Health Center for assignment of public service activities in a clinical environment. No compensation is received for these services, e.g. service provided to free clinics. State Mandated Service is public service activities required by rule or state statute. This includes educational service effort in the K-12 system. Only certain colleges and departments have been mandated to perform these services. For a complete listing see the "Faculty and Professional Employee Time and Effort Reporting Instructions".
7. **Agricultural Extension Service** -- Effort expended for duties involving IFAS' agricultural extension service.
8. **Departmental Administration** -- Effort for administrative and support services benefiting common or joint departmental activities.
9. **Governance** -- Time assigned to departmental, college and university-wide committees.
10. **Other** -- List any of the categories shown below when appropriate. Duties to be included for Sponsored Research Administration only. No other categories may be listed unless directed to do so by the Office of Academic Affairs.
 - A. **Sponsored Research Administration** -- Effort expended for grant and contract administration. To be used by Grants Offices in ORTGE, EIES and IFAS. This category should not be used for administration of department grants.
 - B. **Auxiliary Effort** -- Effort expended selling services/products. Effort to be shown on auxiliary accounts.
 - C. **UFF Activities** -- Assigned release time for union activities.
 - D. **Prof. Dev. Leave/Sabbaticals** -- Effort should be reported when the chair assigns the leave/sabbatical.
 - E. **Annual/Sick Leave** -- To be used when the leave taken exceeds 20 workdays. To determine the percentage, multiply the FTE appointed by the number of days on leave and divide this amount by the total number of workdays in the semester.

1. **Total Percentage Employed** -- This is the total of the percentages assigned in items 1-10 and represents the total FTE employment of the faculty member for each semester.