

University of Florida
College of Liberal Arts and Sciences
CLAS Guidelines for Completing Semester Faculty Assignment Reports
March 2, 2020

General Guidelines

The Semester Faculty Assignment Report (FAR) is the assignment provided by the chair or director for each faculty member in the department or other academic unit. These guidelines for the College of Liberal Arts and Sciences (CLAS) are intended to aid chairs and directors in assigning faculty duties and responsibilities. CLAS faculty members are expected to participate in the areas of *Instructional Activity*, *Research*, and *Administration and Service*, with the distribution adjusted for rank and tenure status and for departmental and individual variations and special assignments. For CLAS faculty members, the Collective Bargaining Agreement (CBA) and UF Regulation UF-7.010 should be consulted for the relevant policies and further information on the purpose and nature of assignment reports. These guidelines do not replace or supersede provisions of the CBA or UF regulations.

Ideally, FARs should be conceived such that they optimally distribute the unit's personnel resources in support of its mission, while at the same time accurately reflecting the actual amount of relative effort being expended by individual faculty members in each area of activity. Beyond this, there are no strict rules for determining what percentage of time should be assigned to which activity. However, these guidelines outline what would usually be expected of faculty members with tenure-track or non-tenure-track titles. Faculty members are expected to work with the chair or director to create a FAR that appropriately projects expected effort for each semester. The university's "Effort Reporting Activity Categories," which is currently published at the Web address

http://training.hr.ufl.edu/instructionguides/effort_reporting/EffortReportingActivityCategories.pdf

should be used in conjunction with these guidelines.

The proportion of effort assigned to teaching will be determined by the relative amount of time spent in the classroom, in preparation, and in office hours, as compared to time spent in other instructional activities, research, or service duties. The percentage for organized (externally funded) research is determined by the terms of the research grant or contract. Administration percentages for chairs and directors are assigned by the dean of CLAS. The percentages of effort in the other categories are estimates that project over an entire semester (e.g., August 16-December 31 or January 1-May 15, minus university holidays), taken as a percentage of total effort (which cannot total more than 100%, regardless of the number of hours worked). Course teaching assignments will normally have already been made during the previous academic year. Although teaching assignments are formally made by the chair or director, they should be discussed with the faculty member and information should be obtained from the faculty member on other proposed activities for the semester. Faculty members who have a split FTE in two or more units will have their assignments set by the appropriate administrators of each unit.

Service assignments should be calculated on the basis of total hours dedicated to a task divided by total work hours in an 18-week semester. For example, if a departmental curriculum committee meets for one hour a week over 15 weeks, this would represent 15 hours of work in the context of an 18-week semester.

The guidelines below describe percentages based on the assumption that the FAR is for a 1.0 FTE appointment. However, note that *a FAR will always total 100%*, whether or not it represents a 1.0 FTE assignment. For example, a faculty member with a reduced FTE (say 0.50) will receive an FAR that totals 100%. A faculty member with a 50/50 joint appointment will receive two FARs, each totalling 100%. The Appendix of this document provides detailed guidance for scaling FAR effort percentages for partial FTE appointments.

Finally, note that Faculty Assignment Reports are preliminary in nature. At the end of each semester, faculty are required to report actual activities and percentages of effort through the Effort Certification process. This is the report that is considered official and final.

Guidelines by Category

1. Instructional Activity

a. Courses (includes Thesis & Dissertation)

Range: 0-100 percent

Typical Assignment: 25-75 percent

This category captures all effort associated with course instruction for faculty members who are assigned to teach one or more for-credit courses during the semester. The following should be considered in setting this assignment:

- 1) As an *initial estimate*, a typical 3-credit-hour course can be set at 25% effort.
- 2) The size or level of a course does not directly determine the actual effort assigned, but the percentage may be adjusted to reflect courses that require unusually high or low effort outside of contact hours for the class. Downward adjustment would be appropriate in courses with very low enrollments. Added effort for unusually large classes may be assigned in this category.
- 3) For large classes for which there is an unusual level of course-management effort needed (e.g., TA staff supervision), the added effort should also be listed in this category.
- 4) For course sections with fewer than 3 contact hours, a proportionately smaller percent of effort should be assigned, and for sections with more than 3 contact hours, a proportionately greater percent of effort should be assigned.
- 5) Cross-listed courses (e.g., undergraduate courses that have two or more prefixes taught by a single instructor) are assigned the same effort as any otherwise comparable non-cross-listed course.
- 6) Jointly taught graduate/undergraduate courses may require somewhat greater effort than a regular course to reflect the instructors need to provide the required enhanced instruction for graduate students.
- 7) Multiple sections of the same course requiring a single preparation do not justify the same level of effort as the same number of different courses.
- 8) Note that teaching assignments approaching or equal to 100% are unusual, even among non-tenure-track faculty. *Chairs and directors are strongly encouraged to give all non-tenure-track teaching faculty an assignment in service (even if relatively small), since promotion is normally based on distinction in two separate categories of effort, normally teaching and service or research and service for these faculty*

members. Note however that teaching four sections does not necessarily generate 25% effort per course, since total effort depends on the factors mentioned above.

- 9) This category also normally captures effort associated with serving as chair of graduate supervisory committees and is associated with registration by graduate student advisees for pre- or post-qualifying research and dissertation courses such as 6871, 7979 and 7980. However, if the effort related to overseeing the student is in support of an effort commitment on a sponsored project, that effort should be reported under 2b. See 2b(5) for more information.
- 10) Percent assignment for chairing of doctoral and master's supervisory committees should be flexible and reflect the stage of the advisee's graduate career. A lower percent of effort would be expected for master's supervision than for doctoral supervision (and less for non-thesis than for thesis master's degrees). Similarly, a lower percent of effort would be expected for supervision of doctoral advisees who have not yet taken their qualifying exams. A higher percent of effort would be appropriate for supervision of advisees in the semester in which they are taking qualifying exams, writing a proposal, actively working on the dissertation or thesis project, or writing the thesis or dissertation.

b. Other Instructional Activity

Typical Range: 0-25 percent

This category is reserved for instructional activities that are not associated with students registered for a course.

- 1) Faculty members who do not have assigned courses and who do not chair graduate supervisory committees would have all of their instructional effort reflected here.
- 2) Faculty members with formal class assignments or graduate advising can have certain types of effort in this category as long as it is not associated with those assignments. The following activities would typically be included in this category: thesis or dissertation committee service as a member rather than as committee chair; development of a new teaching approach; major course revisions; area curriculum revision; area coordinator (e.g., General Chemistry); developing a new course; training grant activities; other instructional activities not involving contact hours.
- 3) If the effort is as a PI of a training grant, the effort must be documented as sponsored research training under 2b. If the faculty member is acting as a mentor only and the student work is not in support of performance of any other sponsored award for which the faculty member has effort, then the use of 1b is acceptable.

2. Research

Over the course of an academic year, all tenure-track faculty members should normally have some research assignment, either under this heading, under Externally Funded Research/Other Sponsored Activities, or both. For tenure-track faculty members, a minimum of 10 percent is required in research, but this percentage will usually be higher for faculty members engaged primarily in teaching and research.

Non-tenure-track faculty members in primarily technical assignments providing research support will typically have higher percentages assigned in research (either under Departmental Funded Research or Externally Funded Research) than tenure-track faculty members.

a. Department Funded Research

Typical Range: 10-25 percent

This category is normally for research activities that are not externally funded or otherwise not separately budgeted. However, in rare cases, it may also be used to account for state funds paid as a cost-share for sponsored research (see 2b6 below).

- 1) In units that normally expect sponsored research, the upper end of this range should be avoided. The upper end of the range may be exceeded, at the discretion of the chair or director, under certain circumstances, for example when (1) the greater research assignment is negotiated for the first term or year of a new faculty member's contract and is stated in the letter of offer, (2) more research time is needed to generate grant and fellowship proposals or to support a faculty member's research program during transitions between grants, or (3) extra research effort is needed to complete a project.
- 2) Sabbaticals and professional development leaves are reported in a separate category under service (see 4c below).

b. Externally Funded Research/Other Sponsored Activities

Typical Range: 0-90 percent

Faculty may not exceed 90% externally funded research in any Fall or Spring term, except with prior approval from the College.

“Externally funded research” applies to separately budgeted research activities funded by federal, state, or local governments, or by private organizations. This includes the conduct of the research as well as the preparation and presentation of results (including travel time). It also includes the training of individuals in research techniques, when such activities are not included in the **Instructional Activities** category.

- 1) The percent shown here must correspond exactly to the total listed as the Percentage Assigned to Research by Project over the entire calendar year. No project percent is to be listed here unless it is specifically funded by, or represents a cost share of, a numbered grant or contract.
- 2) When this assignment category is used to reflect cost sharing, a note should be included in the space provided indicating the name of the project, funding source and the grant account number. Any grant for which there is a known commitment for time (whether or not the grant is providing salary support) should be prepopulated in this category. The prepopulated values can be overridden to capture higher effort than planned (or less), but assignment/effort recorded for a grant over the relevant time period must be at least equal to the commitment made. Effort cannot be recorded for a funded project in a semester in which the faculty member receives no salary from the University.
- 3) Payment from research grants must be made during the semester when the actual work is performed, and it must be proportional to the amount of work performed.
- 4) In the event that grant-sponsored effort increases or decreases after a Faculty Assignment Report is finalized, the new, actual effort must be corrected through the effort certification process.

- 5) Supervision of research (e.g., dissertation research) that is carried out by graduate students in support of an effort commitment on a sponsored project should be reported here.
- 6) Faculty members who are appointed full-time (1.00 FTE) in Summer C with 100% grant funding cannot be assigned any additional duties (e.g., presenting work unrelated to the grant at a conference, supervising students whose work is unrelated to the grant, writing grant applications or papers unrelated to the grant, etc.). If any of the activities are contemplated in the summer, grant activity must be spread out over the course of the academic year, using "saved" state funds.

3. Administration and Service

a. (Public) Service

Typical Range: 1-10 percent

These activities represent services of faculty members that do not generate remuneration from a third party. Faculty members should normally have some service assignment. Examples and guidance:

- 1) Service to students unrelated to credit instruction such as writing letters of recommendation.
- 2) Service to the profession as journal editors or reviewers.
- 3) Service to the community, state, or nation such as work with public schools.
- 4) Technical assistance to government agencies or serving on national public advisory boards. The description of duties should indicate specific activities performed.
- 5) The upper limit of this range may be exceeded under certain circumstances, as when a faculty member is president of a national professional association, editor of the lead journal in a discipline, a member of a Presidential Commission, or otherwise has an unusually heavy service commitment.
- 6) Service on departmental, college, or university committees should be reported under 3c "University Governance".
- 7) Outside activities, i.e., work that is not related to assigned job duties (e.g., work for the PTA or as a soccer coach) should not be reported on the Faculty Assignment Report. However, it may be necessary to report certain kinds of outside work on the Disclosure of Outside Activities and Financial Interests form.

b. University/College/Department Administration

Typical Range: 0-60 percent

This category covers supervision or management related to the administration of a department, college, or university, and it is generally restricted to individuals with **formal** administrative appointments—e.g., chair or director, associate chairs, graduate or undergraduate coordinators. Approximate percentages are shown below, and effort required will normally scale with the number of department faculty members, students, and/or staff for which the individual is responsible and also reflect the specific duties that are required in the position.

Unit Size	Chair/Director (%)	Associate Chair/Director (%)	Program Coordinator (%)	Undergrad Coordinator (%)	Graduate Coordinator (%)
Large	50-65	25-30	0-30	25-30	25-30
Medium	30-50	15-25	0-20	15-25	15-25
Small	25-40	10-20	0-10	5-15	5-15

Some departments may assign administrative responsibilities to program or area directors, while others may assign time to directors of training grants, centers, or institutes. Assignments exceeding the top of the range indicated above must have approval from the dean of CLAS.

c. University Governance

Typical Range: 0-10 percent

Typical Assignment: 2-5 percent

These are activities that provide support to the general governance of the unit or institution, such as participation on department, college, or university committees or councils, including the Faculty Senate.

- 1) Effort assignments should reflect time commitment and responsibilities, such that, for example, serving as a committee chair would qualify for a higher percentage than serving as a committee member.
- 2) Major short-term committee assignments such as heading up a department self-study committee or chairing a major committee or a college or university task force may justify exceeding the usual upper limit.
- 3) Serving on department curriculum committees, while related to instruction, would be counted as departmental service in this category.
- 4) Formal administrative assignments are covered in the previous section.

d. Other

1) Advising

Note that this category is for professional advisors only (most commonly in Academic Advising), not for graduate or undergraduate coordinators or faculty members who may provide informal advising or advice to students. The description should include such indicators as the number of students formally advised and the hours designated for advising.

2) Auxiliary Effort

Activities related to selling products or services. This effort should be charged to auxiliary accounts.

3) Sponsored Research Administration

Activities related to grant and contract administration in DSP and C&G offices. Not generally applicable to CLAS faculty members.

4) UFF Activities

Compensated release time for United Faculty of Florida activities.

4. Sabbaticals and Leaves

1) Annual/Sick Leave

This activity should be used when the leave taken exceeds 20% of the workdays in the semester. To determine the appropriate percentage to be reported, multiply the FTE appointed by the number of days on leave and then divide this amount by the total number of workdays in the semester (determined by start and end dates in the semester less any holidays). Note that ANY annual or sick leave, regardless of the number of days involved, *must* be entered in MyUFL - Time and Labor module.

2) Paid Leave of Absence

An authorized compensated leave of absence granted to the employee by the university; includes disability leave. Effort should be reported when the chair or director assigns the leave.

3) Sabbatical/Professional Development Leave

These forms of leave, granted to faculty members and authorized and compensated by the university. must be reported in this category rather than in the departmental research category.

Appendix: Scaling of % effort for partial FTE appointments:

Entries on the FAR set the expected percentage of the specific effort categories in the particular unit only, not the entire effort of the faculty member. This can be readily accomplished by scaling the typical assignment levels above (which only apply to a 1.0 FTE employee) to account for the fraction of FTE in each unit. The general formula is:

(% assignment for equivalent effort by a hypothetical 1.0 FTE faculty member) divided by (the FTE of the appointment in the unit)

Consider teaching assignments, for example. As an initial estimate, a 25% Instruction/Courses assignment can be used for a 3-credit course for a faculty member with a 1.0 FTE assignment in a single unit. However, the same class taught by a faculty member who has a split or part-time appointment will generate a different percentage on the FAR.

For example, for a 0.50/0.50 FTE appointment (department A and department B), a 3 credit hour class taught in department A will generate

$$25\%/0.50 = 50\% \text{ under Instruction/Courses}$$

on the FAR issued by department A (assuming 25% is the correct effort for the class for a hypothetical 1.0 FTE faculty member).

The same approach applies to all other categories. For example, if the same faculty member above has research efforts in both department A and department B that take half of his or her time in both units, then each unit would issue a FAR that includes a 50% assignment to Research.

In another example, a service assignment in department B equivalent in effort to 10% for a 1.0 FTE faculty member would generate a $10\%/0.50 = 20\%$ assignment under Service on the FAR issued by department B.