

INTERFOLIO: FACULTY ACTIVITY REPORTING (FAR) ANNUAL ASSIGNMENT DEFINITIONS

2/20/2024

Proposed Teaching

The percentage of effort for instructional activity in the classroom and/or laboratory resulting in the production of Student Credit Hours reported in the official university files. The percentage of effort is based on the overall assignment and not contact hours. This activity involves instructional preparation, lectures, supervising laboratory work, evaluating student efforts, and conference with and tutoring of students. Variables that may affect the total effort include, but are not limited to, enrollment, use of teaching assistants, multiple sections of the same course, and the amount of preparation required. Directed Independent Studies, where students study a specifically assigned topic on their own and meet regularly with a faculty member to review progress and evaluate achievements, may be reported here as well. In certain situations, effort for Directed Independent Studies, theses, dissertations and Honors capstone courses may be split and reported both here and a percentage under Research, Scholarship and Creative Activity.

Community-Engagement courses may be reported here. Curricular activities that connect students with activities that address community-identified needs through mutually beneficial partnerships that deepen students' academic and civic learning. Examples may include experiential-learning courses such as academic service learning, internships, and educational field experiences.

Undergraduate Research and Inquiry (URI) courses may be reported here. Curricular activities that actively engage undergraduates in the process of research and inquiry through projects/assignments centered on a question or unstructured problem for which no clear answer exists. Examples include courses supported by the OURI curriculum grants program and research intensive (RI) designated courses/capstones as well as supervised research experiences, internships, co-ops or independent study that include research and inquiry activities. As stated above, in certain situations a percentage of the effort may be reported here and a percentage of the effort under Research, Scholarship and Creative Activity.

Here are the categories under teaching. They are preloaded based on Banner information but adjustments can be made if needed.

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| Undergraduate | Course number starts with 1, 2, 3 or 4 |
| Graduate | Course number starts with 5, 6, 7 or 8, including Medical Education |
| Thesis / Dissertation | Courses for Thesis or Dissertation |

Proposed Instruction Related

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| Academic Advising | Formal counseling with students on academic course or program selection, advising on graduate and professional programs and career counseling. Supervision of teaching assistants and mentoring activities may be reported in this category. Reports shall describe advising activities in the Description field. |
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| Supervision Co-op | Coordinating the placement of Cooperative Education students into supervised work experiences, evaluating student progress, and counseling and conducting seminars for Cooperative Education students. |
| Other Instructional Effort | <p>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. Preparing, coaching and evaluating students for papers presentations, performances and exhibits outside of courses listed in "Teaching" may be reported here. The development, recruitment and administration of a Study Abroad program could be reported here. Efforts expended on Honors Compacts, as well as the supervision of internships not tied to specific courses reported in "Teaching" may be reported here.</p> <p>Other instructional effort may also include teaching residents and fellows in graduate medical programs. A significant portion of this teaching may be done outside the classroom and may include, but is not limited to: 1) teaching in the operating room and on ward rounds; 2) one-on-one teaching during mentoring and review process for scholarly activity and resident QI-projects; 3) small group educational sessions related to specific educational assignments.</p> |
| Clinical Instruction | Instruction conducted with students in clinical settings where the course is not listed in the "Teaching" category. Clinical instruction can be listed as a class when it has a course number, therefore, would not be listed here. |
| Librarianship | For library faculty only |

Proposed Research, Scholarship and Creative Activities

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| Creative Activity, Publication, Scholarship, or University-Department Funded Research | <p><i>Scholarship</i></p> <p>An activity that seeks to update and extend faculty members area of research usually resulting in publications. If this activity belongs to multiple types such as "University Research", "Sponsored Research" or "Department Funded Research Project", the FTE should be a splitted accordingly.</p> |
| | <p><i>Publication</i></p> <p>Written work published in scientific journals. Book chapters and books should also be included here.</p> |
| | <p><i>University Research</i></p> <p>Research or creative activities ordinarily managed by university. Assignments should be accompanied by the identification of a specific activity and specific expected outcomes. Reports Assignments 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". Supervision of Graduate Assistants may be reported here.</p> |

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| | <p>For graduate medical education programs, a significant amount of the research/scholarship effort occurs outside of the laboratory, at participating clinical training sites.</p> <p>Community- Engagement activities may be reported here. In this section it may include a collaborative process between the researcher and community partner that creates and disseminates knowledge and creative expression with the goal of contributing to the discipline and strengthening the well-being of the community. Community-engaged research (CER) identifies the assets of all stakeholders and incorporates them in the design and conduct of the different phases of the research process.</p> <p>Undergraduate Research and Inquiry (URI) may be reported here. Supervising an inquiry or investigation conducted by an undergraduate that makes an original intellectual, technical, or creative contribution to the discipline or practice, or applied research, where the student uses discipline-appropriate data to address a research question/problem for which no clear answer exists. The contribution to the discipline or practice should be documented in appropriate ways within each discipline such as written works, presentations, publications, juried exhibitions, performances, works of art, and other appropriate documentation with undergraduate students as co-authors.</p> <p>As indicated in the “Teaching” section, a portion of theses and dissertations and capstone projects in disciplines that have an Honors program may be reported here.</p> |
| | <p><i>Department Funded Research Project</i></p> <p>Faculty effort on a research project approved by the Department Chair as part of the faculty annual assignment and now verified by the faculty member as having performed a specific FTE during a specific semester, towards aims or expected outcomes, connected to that research project. A statement of work or research abstract with expected outcomes is to be documented in the assignment, and a progress report included at the time of the semester report. If a part of the effort is reported under “Scholarship”, “Publication” or “University Research”, the FTE should be reduced.</p> |
| Sponsored Research | All research or creative activities that are funded from Contracts and Grants budget (sponsored by federal, state, local and non-federal agencies and organizations, including federal flow-through). This includes all grant, contract and industry supported research activities both basic and clinical. |

Proposed Service

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| Professional/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, such as membership on an editorial board, |
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| | <p>professional committee or advisory board. 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, although honorariums are acceptable. Reports shall list, in the supporting documentation area, the activities toward fulfilling the assignments.</p> <p>Working with the Career Center, coordinating the placement of Cooperative Education students into supervised work experiences, evaluating student progress, and counseling and conducting seminars for Cooperative Education students.</p> <p>Undergraduate Research and Inquiry activities that involve the application of professional expertise to support undergraduate research efforts aligned with the institution’s strategic plan. Activities could include mentoring of undergraduate students in research and inquiry either through the department, an outside grant, or the OURI Undergraduate Research grants program, serving as judges or reviewers for undergraduate research-related journals, grant programs, and symposia etc.</p> |
| Community Service | Work that is conducted with community agencies which pertains to faculty’s professional expertise. Extends the professional and/or discipline related services of individuals to the community, the state, or the nation. |
| University Committees/Councils | <p>Activities that provide advisory support, including special assignments as consultation service to university offices and units, faculty governance, and service on curricular and non-curricular related committees, including accreditation and program reviews. This may also include attending and participating in department/school/college meetings, attending commencement and other university ceremonies, and participating in recruitment and retention efforts.</p> <p>Participation in resident interview and selection; participation in resident and program evaluation; functioning in the role of resident mentor and career guide; participation in program development activities.</p> |
| 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. |
| Clinical Service | Activity of faculty involved in the performance of non-reimbursable public service activities in a clinical environment that have been assigned by the unit administrator. Units using this category include the Colleges of Medicine, Nursing, Pharmacy, Health Professions, Dentistry and Veterinary Medicine as well as the University Counseling Center, Student Health Care, and Animal Facilities and Communication Sciences. |

Proposed Other

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| Academic Administration | Supervisory, management, or staff activities related to the administration of a department, school, college, or 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 judgement and to direct the work of others. Normally only academic administrators will report in this category. If the individual does not hold an administrative title, effort in this activity will describe the administrative activities performed by the individual in the supporting documentation. Coordination of a university-wide program and service on inter-institutional SUS Committees may be reported here. |
| 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, and other similar auxiliary enterprises. |
| Leave of Absence With Pay | An authorized, compensated leave of absence granted to an employee by the university. |
| Leave of Absence Without Pay | Any leave of absence without pay. |
| Release Time | A reduction in an employee's course load (for instruction) or hours of work (for non-instruction) for purposes of carrying out activities for faculty governance or the United Faculty of Florida (UFF). |

Appendix:

Description

The description should depict the activities undertaken in these assigned areas, as appropriate.

Assignment Category, Activity Category, and BOG crosswalk

| Assignment Category | Activity Category | BOG Activity Group |
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| Proposed Teaching | Undergraduate | Instruction |
| | Graduate | Instruction |
| | Thesis / Dissertation | Instruction |
| Proposed Instruction Related | Academic Advising | Academic Support |
| | Supervision Co-op | Instruction Support |
| | Other Instructional Effort | Instruction Support |
| | Clinical Instruction | Instruction |
| Proposed Research, Scholarship and Creative Activities | Scholarship | Research |
| | Publication | Research |
| | University Research | Research |
| | Sponsored Research | Research |
| | Department Funded Research Project | Research |
| Proposed Service | Professional/Public Service | Public Service |
| | Community Service | Public Service |
| | University Committees/Councils | Academic Support |
| | State Mandated Service | Public Service |
| | Clinical Service | Public Service |
| Proposed Other | Academic Administration | Academic Support |
| | Auxiliary Effort | Academic Support |
| | Leave of Absence With Pay | |
| | Leave of Absence Without Pay | |
| | Release Time | |