

How to Calculate Full Time Equivalent (FTE) for Faculty Activity Reports

The concept of Full Time Equivalent (FTE) as it applies to the activity report is based on the relative portion of time spent on that activity in the reporting period. Regardless of the number of hours a faculty member works in a typical week, the sum of all activities must add up to 100%. Faculty are not hourly employees; they are salaried employees. Here are some guidelines.

1. For Full-time Faculty, be clear about the %FTE that the faculty member was assigned for each category (e.g., research, teaching, and/or service).
2. Within each category, be clear about the %FTE spent on each activity. The sum of the %FTE for each reported activity, within a category, should equal that of the total %FTE of that category. Faculty should report FTE to match their distribution of effort across all activities, within each category.
3. For Adjuncts and GTA's, who are typically 50% or less FTE, distribution of effort should match the % time they spent on the reported activities.
4. Because of the compressed timeframe for summer terms, the FTE is calculated a little differently for course work since the effort per week would be higher (see Table 1). Teaching FTE for Adjuncts/Overloads and for Summer Terms should follow the Faculty Appointment Calendar posted at <https://www.fau.edu/provost/academic-affairs/faculty-appointments/>.
5. Classes could require more or less effort based on factors, such as (but not limited to), multiple sections of the same course, larger section sizes, or the first time a faculty member has taught the course. You can adjust the FTE accordingly to increase or decrease the percentage effort based on these factors. See Table 2 for Examples.
6. For non-instructional activities (e.g., service, research, administration), calculate %FTE for each activity to be equal to the %FTE that was assigned in that category.
7. Total FTE should never exceed 100%. The 100% represents the distribution of total effort of an average week regardless of how many hours a faculty member may work.
8. Faculty who had a 9-month contract, and were not paid in the summer, cannot have a summer assignment. If they had an appointment to teach a course, they may be assigned that course, but may not have another assignment (e.g., dissertation/master's credits, DIR/DIS, service) for which they were not paid. Those credits can be assigned to the chair or another faculty with a 12-month-appointment.

Table 1. Typical %FTE per credit hour. These percentages may vary, based on a number of factors.

	Faculty Appointment Calendar ^a				
	Fall & Spring			Summer ^{b, d}	
Credit Hours	Full-Time FTE	GTA FTE	Adjunct/Overload FTE	Summer 1 FTE	Summer 2/3 ^c FTE
1	7%	8%	8%	11%	11%
2	13%	17%	15%	23%	23%
3	20%	25%	23%	34%	34%

a. Adjunct FTE can be found in [Faculty Appointment Calendar](#)
b. Summer FTE for all types (Faculty, Adjuncts and GTAs) follow [Faculty Appointment Calendar](#)
c. FTE for Summer 2/3 is the same as Summer 1
d. With GTAs working 20 hours per week, the FTE for a term should be 50%. FTE in addition to direct teaching activity can be added as Instruction Related (e.g. 25% teaching + 25% instruction related = 50% in fall/spring or 34% teaching + 16% instruction related = 50% in summer)

Table 2. Examples of FAR faculty reporting.

Instructor: Assignment is 80% teaching and 10% service

Activity	Considerations	%FTE
Course 1	UG, new prep, 3 credits	27%
Course 2	UG, taught before, 3 credits	21%
Course 3	UG, taught before, 3 credits	21%
Course 4	UG, taught before, 3 credits	21%
Service	3 "light" committee assignments	10%

Associate Professor: Assignment is 50% research, 40% teaching, 10% service

Activity	Considerations	%FTE
Course 1	UG, large enrollment	20%
Course 2	Grad, seminar	20%
Research	Two research projects	50%
Service	2 department/college committees & 2 professional service activities	10%