Faculty 9 month appointment dates: August 8, 2015- May 7, 2016.

The FAIR system and the structure of the assignment:
Assignments will consist of percentage assignments to each of the five categories used in the FAIR system, summing to 100%.
Each assigned category will have an associated narrative providing necessary detail.
Assignments need NOT specify expectations and responsibilities common to all faculty, such as: the obligation to provide students with appropriate syllabi, hold office hours, attend departmental meetings, reply to official inquiries and requests for reports within a reasonable amount of time, and abide by policies adopted through appropriate collegial and administrative processes.
Faculty assignments across the College will follow the University initiative to make assignments that more accurately reflect faculty effort in all areas of the assignment.

Annual assignments should be revised when change occurs.

Teaching.
The category of “teaching” refers to credit-generating activities:
- Scheduled classes
- Thesis/dissertation work.
- Directed Independent Studies
- Supervision of Internships

A 3 credit hour course should not be automatically assigned 25% or a 4 credit hour course 33%. Course percentage should reflect time and effort considering:
- New prep or major course revision
- Repetitive course assignment
- Cap and enrollment history
- Meeting pattern and delivery modality
- Lab or lecture or both
- In-class time
- GTA support and supervision
Instruction-related Activities.

The percentage allocated to this area should reflect approximate time per week that a faculty person would spend on this activity. If the activity only occurs a few times during the semester then the percentage is adjusted to take into account the time allocated for the entire semester/academic year.

- **Academic Advising**:
  - Formal counseling on academic courses, scheduling and career

- **Other Instructional Effort**
  - Supervision of GTAs if NOT related to courses reported in “Teaching”.
  - Instruction-related activities that are NOT directly tied to a specific credit courses reported in “Teaching” for the current term.
  - Course development for a course taught in another term
  - Program planning
  - Assessment preparation and academic learning compacts
  - Committees: curriculum or curricular related

- **Supervision of Co-op Education**

Research, Scholarship and Creative Activities.

This has two categories, both must be accompanied by an associated narrative providing details of specific activity or activities and specific expected outcomes.

- **Departmental research** is research that is unfunded or is supported by funds from the University.
- **Sponsored research** is research supported by funds that come from outside the University.

Service.

Service refers to two kinds of work done external to the University:

- **Public and professional service** is uncompensated work that extends the professional and/or discipline related services of individuals to the profession, community, state, or the nation.
- **State mandated service** is required by rule or statute to be performed by state universities.

Other Assigned Duties:

The category “other assigned duties” includes work done to advance the functioning of the University or leaves granted by the University.

- **Academic administration**
- **University Committees/Councils**
  - non-curriculum related committees
- **Auxiliary Effort** includes activities paid from an auxiliary budget
• **Leave of Absence with Pay**
  - Sabbaticals
  - Professional development leave
  - Disability leave
• **Release time:**
  - UFF release time
  - Faculty Governance release time
• **Leave of Absence without Pay**
• **Retirement**

The College’s faculty assignment guidelines are based on Article 9 of the current BOT/UFF Collective Bargaining Agreement
and the Provost’s Faculty Assignment Guidelines

The College’s faculty assignment guidelines respond to the Provost’s charge that all colleges develop written assignment guidelines responsive to their diverse departments and programs.

To that end, these assignment guidelines collect the College’s existing practices and principles in a single document that references the University’s FAIR system (http://iea.fau.edu/inst/actrpt.htm) for assignments. The College will use the on-line FAIR system. FAIR assignments are to provide greater consistency across departments, greater detail in some areas of the assignment, and greater ease of communication and revision.

Comments on and questions about these assignment guidelines are welcome at any time. Please contact the Dean’s office at (7-0928) or email: ljohnson@fau.edu.
General principles for the assignment:

Annual assignments should consider
- the needs of the department/program, College and University in the areas of teaching, research/artistry, and service
- the standards set by the department’s annual evaluation and promotion/tenure criteria.
- the faculty member’s rank and aspirations for promotion/tenure
- the faculty member’s record of accomplishments
- the faculty member’s established plan(s) for multi-year professional development in teaching, research/artistry, and service

Annual assignments should be written to:
- serve as the basis for annual evaluation
- be understood by colleagues outside of the department
- be as specific as necessary while allowing the flexibility appropriate to the complex and diverse mission of the college’s faculty.”

Annual assignments should:
- provide faculty with equitable opportunity to meet applicable criteria for annual evaluation, promotion and tenure

Annual assignments may
- vary within a department as appropriate
- allocate teaching, instruction-related activities, and service across departments and programs within the College or across the University

Annual assignments should be revised when change occurs, such as:
- revised instructional assignment
  a) change in scheduled courses
  b) chairing a thesis/dissertation committee
  c) preparing a new course for a future term
- major change in the faculty member’s scholarly/artistic project(s) for the year;
- significant new service assignment
- award of summer stipend or similar support
- medical or family leaves.
- course release

A complete leave is relatively clear and easy to reflect in an assignment. Faculty sometimes find it best to work part-time during an illness or other prolonged family crisis; such partial leave (e.g., 50% leave) also requires a modified assignment.

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1 In such cases, the assignment must specify the person responsible for the evaluation of each component of a faculty member’s assignment outside of the department.