Annual Assignment Instructions for FAIR 3.0

To reach the Annual Assignment page, click the Annual Assignment link in the Modules section (see green box) or by selecting the Annual Assignment tab (see red box).
You can search for the faculty member(s) for whom annual assignments are to be entered several ways. By default, the option to Search Records By Campus/College/Department is selected. If you wish to use this option, use the drop down box to select the appropriate academic year and campus. You can narrow the results by specifying the college and/or department and by restricting the search to active records.
Pressing the SUBMIT button, will result in a display of any regular faculty who fit the parameters of your search. Click the View Record link to select the record for which an annual assignment is to be created or edited.

You may also choose to one of the other search methods by using the search links. You may use a Z-Number to search for records by selecting Search Records By ID or you may search using a person’s name by clicking on the last search link.
Annual Assignment: Assignment Home

Assigned FTE for Test, Test for the year 2014-15

Instruction Related

Other Assigned Duties

Research, Scholarship and Creative Activity

Service

Teaching

Florida Atlantic University, Boca Raton, FL - (561) 297-3000
Direct all functional questions or comments relating to the FAIR system to FAIR@fau.edu (561) 297-3665
Direct technical questions or comments about the Web site to userhelp@fau.edu
The FTE percentage and the contract length (9-month or 12-month) must be entered on the Assignment Home page. Once the UPDATE has been clicked, a message confirming that the FTE percentage and contract length have been update successfully appears. To create a new assignment or edit an existing on select the Edit/Add Assignment tab.
The Annual Assignment consists of the following:

- Teaching
- Instruction Related
- Research, Scholarship and Creative Activity
- Service
- Other Assigned Duties

There is a section for recording duties, if any, under each of these categories and each category provides the opportunity to roll over data from the previous year’s annual assignment.
If a faculty member’s assignment is essentially the same as that of the previous year, you can save time by rolling over the section that haven’t changed. For example, to roll over the previous year’s teaching assignment, click the ROLL TEACHING button. A message box will appear asking you to confirm the rollover because rolling over the assignment will delete any records currently in the TEACHING box. Click OK to populate the section.
The result of rolling over a section will move the assignments from the previous year to the same semester for the coming year. If you wish to make adjustments you may do so by editing one or more entries and clicking the UPDATE ALL button to save the changes. If you need to delete an entry, check the delete box and click the DELETE button. Notice that the total teaching FTE % per term is calculated for you. If rolling over an assignment is not desired or if a new record needs to be added to an existing or rolled over assignment, use the Add new Record link.
When Add New Record is selected a new, editable record is added. At a minimum the Term, Activity Category, Course Prefix, Course Number, Course Section and FTE Assignment % must be specified. Click the Insert link to save the record or the Cancel link to remove the new record. Continue adding records until the entire teaching workload for the year has been entered.

Records for all the other sections of the annual assignment can be rolled over and/or have new records added in the same manner described for teaching.
For each section the FTE percentage will be calculated per term with a running total for the entire assignment per term displayed at the bottom of the page. When Total Assigned Duties FTE percentage for each applicable term is equal to the FTE specified on the Annual Assignment Home page, the Supervisor Signature block will be enabled. The Department Chair can then sign the assignment or reject it, if necessary.
Once the Department Chair has signed, a new link, **View Previous Versions**, is created, and the Annual Assignment can no longer be edited unless all signatures are rescinded. The new link appears because an image of the assignment as signed by the chair has been created. As each person signs and/or rescinds a signature additional images will be created.
The signature of the Department Chair causes a timestamp and RESCIND button to appear. The next required signature, the Faculty Member, is also displayed.
When the faculty member is ready to view and sign the Annual Assignment, the Edit/Add Assignment is selected although the assignment is no longer editable.
After reviewing the assignment, the faculty member must indicate consent to the terms and conditions of the certification statement by checking the box before signing the annual assignment if the assignment is to be accepted.
Clicking the **Accept Terms & Conditions** link displays the certification text which is as follows:

*I affirm that I am required to report any outside activity (compensated or uncompensated) and any financial interest on Florida Atlantic University’s Report of Outside Employment or Professional Activity as required in FAU regulations and policies. Questions regarding this requirement are explained at [http://www.fau.edu/hr/OEguidelines_final.php](http://www.fau.edu/hr/OEguidelines_final.php), and the form is available at [http://www.fau.edu/hr/files/OutsideBusinessV2.pdf](http://www.fau.edu/hr/files/OutsideBusinessV2.pdf).*
Failure to check the terms and conditions box before signing will result in an error message directing the faculty member to accept. The faculty member’s signature will not be recorded unless the terms and conditions box is checked.
Once the faculty member’s signature is accepted, the next person in the signature hierarchy, Dean/VP, is displayed and another image of the signed assignment is stored.
After reviewing the assignment, the Dean or VP may either sign or reject the assignment.
If the REJECT button is pressed, a confirmation message is displayed which will afford the Dean or VP the opportunity to cancel the rejection or proceed with it.
Once rejected, the signature chain is restarted. The assignment becomes editable, an image of the rejected assignment is saved, and the whole process of editing and signing the annual assignment must begin again.
If the Dean/VP signs the assignment, a time stamp and image of the signed assignment is created.
At any point after the first signature, the archived historical images can be accessed by clicking the View Previous Versions link which will open a new window.
The new window will show the most recently signed copy by default. To access previous versions of the assignment use the drop down box to select the desired version. Images are created whenever a signature is added or rescinded or when an assignment is rejected.