

Annual Assignment Instructions for FAIR 3.0

Florida Atlantic University, Boca Raton, FL - (561) 297-3000
Direct all functional questions or comments (including Login issues) about the FAIR system to IEA@fau.edu (561) 297-2665
Direct technical questions or comments about the Web site to uashrfr@fau.edu

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)

Browser window showing the FAIR (Faculty Academic Information Reporting System) interface. The address bar displays <https://fair3.fau.edu/AdminSearch.aspx?Module=ASGN>. The page header includes the FAU logo and navigation links: [HOME](#), [Activity Reporting](#), [Annual Assignment](#), [CV-S.A.V.E.](#), [Annual Report](#), and [Data Marts](#). A login status message reads: "You are logged in as Chair Test (Administrator (Restrict Unit Access)) You have emulated Chair Test (Administrator (Restrict Unit Access))".

Search Links

- [Search Records By Campus/College/Department](#)
- [Search Records By ID](#)
- [Search Records By Name](#)

Search Records By Campus/College/Department

Annual Assign Year: 2014-2015 Academic Year

Campus: 01- Boca

College: 15- Education

Department: 1560- Ed Leadership & Research Methodolgy

Active Record? Active Records

Florida Atlantic University, Boca Raton, FL - (561) 297-3000
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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.

https://fair3.fau.edu/AdminSearch.aspx?Module=ASGN

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FAU

Faculty Academic Information Reporting System (FAIR) Version 3

Login as Faculty Help Contact Us Logout

HOME Activity Reporting Annual Assignment CV-S.A.V.E. Annual Report Data Marts

Remove Emulation You are logged in as Chair Test (Administrator (Restrict Unit Access)) You have emulated Chair Test (Administrator (Restrict Unit Access))

Annual Assignment

Search Links

- [Search Records By Campus/College/Department](#)
- [Search Records By ID](#)
- [Search Records By Name](#)

Search Records By Campus/College/Department

Annual Assign Year: 2014-2015 Academic Year

Campus: 01- Boca

College: 15- Education

Department: 1560- Ed Leadership & Research Methodology

Active Record? Active Records

Submit

No	View Record	Campus	College	Department	Last name	First Name	ID	Faculty Signed?	Supervisor Signed?	Dept Signed?
1	View Record	01- Boca	15- Education	1560- Ed Leadership & Research Methodology	Acker-Hocevar	Michele				
2	View Record	01- Boca	15- Education	1560- Ed Leadership & Research Methodology	Bogotch	Ira				
3	View Record	01- Boca	15- Education	1560- Ed Leadership & Research Methodology	Burnham	James				
4	View Record	01- Boca	15- Education	1560- Ed Leadership & Research Methodology	Freeland	Jennifer				
5	View Record	01- Boca	15- Education	1560- Ed Leadership & Research Methodology	Goonen	Norma				
6	View Record	01- Boca	15- Education	1560- Ed Leadership & Research Methodology	Hardman	Guillermo				
7	View Record	01- Boca	15- Education	1560- Ed Leadership & Research Methodology	Holland	B. Ray				
8	View Record	01- Boca	15- Education	1560- Ed Leadership & Research Methodology	KERENSKY	VASIL M.				
9	View Record	01- Boca	15- Education	1560- Ed Leadership & Research Methodology	Lieberman	Mary		No	Yes	No
10	View Record	01- Boca	15- Education	1560- Ed Leadership & Research Methodology	Morris	John				
11	View Record	01- Boca	15- Education	1560- Ed Leadership & Research Methodology	Mountford	Meredith				
12	View Record	01- Boca	15- Education	1560- Ed Leadership & Research Methodology	Mulder	Anne				
13	View Record	01- Boca	15- Education	1560- Ed Leadership & Research Methodology	Pisapia	John				
14	View Record	01- Boca	15- Education	1560- Ed Leadership & Research Methodology	Reyes-Guerra	Daniel				
15	View Record	01- Boca	15- Education	1560- Ed Leadership & Research Methodology	Rios	Steve				
16	View Record	01- Boca	15- Education	1560- Ed Leadership & Research Methodology	Shockley	Robert				
17	View Record	01- Boca	15- Education	1560- Ed Leadership & Research Methodology	Test	Chair				
18	View Record	01- Boca	15- Education	1560- Ed Leadership & Research Methodology	Test	Test				
19	View Record	01- Boca	15- Education	1560- Ed Leadership & Research Methodology	Townsend	Anthony				
20	View Record	01- Boca	15- Education	1560- Ed Leadership & Research Methodology	Vasquez	Maria				
21	View Record	01- Boca	15- Education	1560- Ed Leadership & Research Methodology	Weerts	David				

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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

Assignment Home	Edit/Add Assignment	Department Cover Letter	Print Without Cover	Print With Cover	View Historical Years	Default Dept. Cover Letter
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Annual Assign Year	ID	First name	Last name	Campus	College	Department
2014AY	000-00-0000	Test	Test	01- Boca	15- Education	1560- Ed Leadership & Research Methodolgy

Assigned FTE for Test, Test for the year 2014AY

FTE CONTRACTID

Annual Assignment consists of the following sections

Instruction Related

Other Assigned Duties

Research, Scholarship and Creative Activity

Service

Teaching

Browser address bar: <https://fairv3.fau.edu/AnnualAssign/Default.aspx?Userkey=129015&Submodule=ASC>

FAU Faculty Academic Information Reporting System (FAIR) Version 3

Annual Assignment: Assignment Home

Assigned FTE for Test, Test for the year 2014AY

Annual Assign Year	ID	First name	Last name	Campus	College	Department
2014AY	000-00-0000	Test	Test	01- Boca	15- Education	1560- Ed Leadership & Research Methodolgy

100.00 FTE 9mo(Fall, Spring) CONTRACTID Update

Annual Assignment consists of the following sections

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

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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.

Browser window showing the FAU Annual Assignment system interface. The URL is <https://fair3.fau.edu/AnnualAssign/Default.aspx?Userkey=129015&Submodule=ASC>. The page title is "Faculty Academic Information Reporting System (FAIR) Version 3".

Navigation links: HOME, Activity Reporting, Annual Assignment, CV-S.A.V.E., Annual Report, Data Marts.

Remove Emulation You are logged in as Chair Test (Administrator (Restrict Unit Access)) You have emulated Chair Test (Administrator (Restrict Unit Access))

Annual Assignment: Assignment Home

Assignment Home Edit/Add Assignment Department Cover Letter Print Without Cover Print With Cover View Historical Years Default Dept. Cover Letter

Annual Assign Year	ID	First name	Last name	Campus	College	Department
2014AY	000-00-0000	Test	Test	01- Boca	15- Education	1560- Ed Leadership & Research Methodology

Assigned FTE for Test, Test for the year 2014AY

100.00 FTE 9mo(Fall, Spring) CONTRACTID Update

Annual Assignment consists of the following sections

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

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The Annual Assignment has 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.

https://fair3.fau.edu/AnnualAssign/AnnualAssign.aspx?Userkey=1290155&Submodul... Parature Customer Service™ S... Florida Atlantic University Logi... is.fau.edu is.fau.edu Annual Assignment Annual Assignment

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Remove Emulation You are logged in as Chair Test (Administrator (Restrict Unit Access)) You have emulated Chair Test (Administrator (Restrict Unit Access))

HOME Activity Reporting Annual Assignment CV-S.A.V.C. Annual Report Data Marts

Annual Assignment: Edit/Add Assignment

Assignment Home Edit/Add Assignment Department Cover Letter Print Without Cover Print With Cover View Historical Years Default Dept. Cover Letter

Annual Assign Year	ID	First name	Last name	Campus	College	Department
2014AY	000-00-0000	Test	Test	01- Boca	15- Education	1560- Ed Leadership & Research Methodology

Roll Teaching

TEACHING

Message from webpage

Do you want to roll forward Teaching? This will delete your current Teaching and reload the Teaching from previous Annual Assignment year

OK Cancel

Term	Activity Category	Course Prefix	Reference No.	FTE Assign %	Delete
No records to display.					
Update All Delete Add new Record					
Total Teaching FTE % for Fall 2014 =					
Total Teaching FTE % for Spring 2015 =					
Total Teaching FTE % for Summer 2015 =					

Roll Instruction Related

INSTRUCTION RELATED

Term	Activity Category	FTE Assign %	Delete
Fall 2014	Academic Advising	5.00	<input type="checkbox"/>
Spring 2015	Academic Advising	5.00	<input type="checkbox"/>
Update All Delete Add new Record			
Total Instruction Related FTE % for Fall 2014 = 5.00			
Total Instruction Related FTE % for Spring 2015 = 5.00			
Total Instruction Related FTE % for Summer 2015 =			

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.

FAU Faculty Academic Information Reporting System (FAIR) Version 3

Annual Assignment: Edit/Add Assignment

Remove Emulation You are logged in as Chair Test (Administrator (Restrict Unit Access)) You have emulated Chair Test (Administrator (Restrict Unit Access))

Assignment Home Edit/Add Assignment Department Cover Letter Print Without Cover Print With Cover View Historical Years Default Dept. Cover Letter

Annual Assign Year	ID	First name	Last name	Campus	College	Department
2014AY	000-00-0000	Test	Test	01- Boca	15- Education	1560- Ed Leadership & Research Methodolgy

Roll Teaching

Term	Activity Category	Course Prefix	Course Number	Course Indicator	Course Section	Reference No.	FTE Assign %	Delete
Fall 2014	Lower Level	EDA	3430		001		25.00	<input type="checkbox"/>
Fall 2014	Graduate Classroom	EDA	6103		002		25.00	<input type="checkbox"/>
Fall 2014	Graduate Classroom	EDS	6100		005		25.00	<input type="checkbox"/>
Spring 2015	Lower Level	EDF	3430		001		25.00	<input type="checkbox"/>
Spring 2015	Graduate Classroom	EDA	6415		003		30.00	<input type="checkbox"/>
Spring 2015	Thesis/Dissertation	EDA	7980		008		20.00	<input type="checkbox"/>

Update All Delete Add new Record

Record Inserted

Total Teaching FTE % for Fall 2014 = 75.00
Total Teaching FTE % for Spring 2015 = 75.00
Total Teaching FTE % for Summer 2015 =

Roll Instruction Related

INSTRUCTION RELATED								

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.

FAU Faculty Academic Information Reporting System (FAIR) Version 3

Annual Assignment: Edit/Add Assignment

Remove Emulation You are logged in as Chair Test (Administrator (Restrict Unit Access)) You have emulated Chair Test (Administrator (Restrict Unit Access))

Assignment Home Edit/Add Assignment Department Cover Letter Print Without Cover Print With Cover View Historical Years Default Dept. Cover Letter

Annual Assign Year	ID	First name	Last name	Campus	College	Department
2014AY	000-00-0000	Test	Test	01- Boca	15- Education	1560- Ed Leadership & Research Methodolgy

Roll Teaching

Term	Activity Category	Course Prefix	Course Number	Course Indicator	Course Section	Reference No.	FTE Assign %	Delete
Fall 2014	Lower Level	EDA	3430		001		25	<input type="checkbox"/> Insert Cancel

No records to display.

Update All Delete

Total Teaching FTE % for Fall 2014 =
Total Teaching FTE % for Spring 2015 =
Total Teaching FTE % for Summer 2015 =

Roll Instruction Related

Term	Activity Category	FTE Assign %	Delete
Fall 2014	Academic Advising	5.00	<input type="checkbox"/>
Spring 2015	Academic Advising	5.00	<input type="checkbox"/>

Update All Delete

Total Instruction Related FTE % for Fall 2014 = 5.00
Total Instruction Related FTE % for Spring 2015 = 5.00
Total Instruction Related FTE % for Summer 2015 =

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.

<http://fairv3.fau.edu/AnnualAssign/AnnualAssign.aspx?module=ASGN&submodule>
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Total Research Scholarship and Creative Activity FTE % for Fall 2014 = 12.00
Total Research Scholarship and Creative Activity FTE % for Spring 2015 = 15.00
Total Research Scholarship and Creative Activity FTE % for Summer 2015 =

Roll Service

SERVICE			
Term	Activity Category	FTE Assign %	Delete
Spring 2015	Service-Professional/Public	5.00	<input type="checkbox"/>
Update All Delete Add new Record			
Total Service FTE % for Fall 2014 = Total Service FTE % for Spring 2015 = 5.00 Total Service FTE % for Summer 2015 =			

Roll Other Assigned Duties

OTHER ASSIGNED DUTIES			
Term	Activity Category	FTE Assign %	Delete
Fall 2014	Univ Committees/Councils	5.00	<input type="checkbox"/>
Update All Delete Add new Record			
Total Assigned Duties FTE % for Fall 2014 = 5.00 Total Assigned Duties FTE % for Spring 2015 = Total Assigned Duties FTE % for Summer 2015 =			

Grand Total
Total Assigned Duties FTE % for Fall 2014 = 100.00
Total Assigned Duties FTE % for Spring 2015 = 100.00
Total Assigned Duties FTE % for Summer 2015 = 0

Signatures denote delivery/receipt of the assignment contained in this document.

Supervisor - Sign Reject

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.

http://fair3.fau.edu/AnnualAssign/AnnualAssign.aspx?module=ASGN&submodule=... Parature Customer Service™ S... Florida Atlantic University Logi... fau.fau.edu fau.fau.edu Annual Assignment Annual Assignment

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FAU Faculty Academic Information Reporting System (FAIR) Version 3

HOME Activity Reporting Annual Assignment CV-S.A.V.E. Annual Report Data Marts

Login as Faculty Help Contact Us Logout

Remove Emulation You are logged in as Chair Test (Administrator (Restrict Unit Access)) You have emulated Chair Test (Administrator (Restrict Unit Access))

Annual Assignment: Edit/Add Assignment

Assignment Home Edit/Add Assignment Department Cover Letter Print Without Cover Print With Cover View Historical Years Default Dept. Cover Letter

Annual Assign Year	ID	First name	Last name	Campus	College	Department
2014AY	000-00-0000	Test	Test	01- Boca	15- Education	1560- Ed Leadership & Research Methodology

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TEACHING						
Term	Activity Category	Course Prefix	Course Number	Course Indicator	Course Section	FTE Assign %
Fall 2014	Lower Level	EDA	3430		001	25.00
Fall 2014	Graduate Classroom	EDA	6103		002	25.00
Fall 2014	Graduate Classroom	EDS	6100		005	25.00
Spring 2015	Lower Level	EDF	3430		001	25.00
Spring 2015	Graduate Classroom	EDA	6415		003	30.00
Spring 2015	Thesis/Dissertation	EDA	7980		008	20.00

Total Teaching FTE % for Fall 2014 = 75.00
Total Teaching FTE % for Spring 2015 = 75.00
Total Teaching FTE % for Summer 2015 =

INSTRUCTION RELATED		
Term	Activity Category	FTE Assign %
Fall 2014	Academic Advising	5.00
Spring 2015	Academic Advising	5.00

Total Instruction Related FTE % for Fall 2014 = 5.00
Total Instruction Related FTE % for Spring 2015 = 5.00
Total Instruction Related FTE % for Summer 2015 =

RESEARCH, SCHOLARSHIP AND CREATIVE ACTIVITY		
Term	Activity Category	FTE Assign %
Fall 2014	Departmental Research	15.00
Spring 2015	Departmental Research	15.00

Total Research, Scholarship and Creative Activity FTE % for Fall 2014 = 15.00
Total Research, Scholarship and Creative Activity FTE % for Spring 2015 = 15.00
Total Research, Scholarship and Creative Activity FTE % for Summer 2015 =

SERVICE

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.

Spring 2015 Academic Advising 5.00

Total Instruction Related FTE % for Fall 2014 = 5.00
 Total Instruction Related FTE % for Spring 2015 = 5.00
 Total Instruction Related FTE % for Summer 2015 =

RESEARCH, SCHOLARSHIP AND CREATIVE ACTIVITY		
Term	Activity Category	FTE Assign %
Fall 2014	Departmental Research	15.00
Spring 2015	Departmental Research	15.00

Total Research, Scholarship and Creative Activity FTE % for Fall 2014 = 15.00
 Total Research, Scholarship and Creative Activity FTE % for Spring 2015 = 15.00
 Total Research, Scholarship and Creative Activity FTE % for Summer 2015 =

SERVICE		
Term	Activity Category	FTE Assign %
Spring 2015	Service-Professional/Public	5.00

Total Service FTE % for Fall 2014 =
 Total Service FTE % for Spring 2015 = 5.00
 Total Service FTE % for Summer 2015 =

OTHER ASSIGNED DUTIES		
Term	Activity Category	FTE Assign %
Fall 2014	Univ Committees/Councils	5.00

Total Assigned Duties FTE % for Fall 2014 = 5.00
 Total Assigned Duties FTE % for Spring 2015 =
 Total Assigned Duties FTE % for Summer 2015 =

Grand Total	
Total Assigned Duties FTE % for Fall 2014 =	100.00
Total Assigned Duties FTE % for Spring 2015 =	100.00
Total Assigned Duties FTE % for Summer 2015 =	0

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 Supervisor - Test, Chair signed this document on Jul 10 2014 5:43PM
 Faculty Member -

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The signature of the Department Chair causes a timestamp and RESCIND button to appear. The next required signature, the Faculty Member, is also displayed.

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HOME Activity Reporting **Annual Assignment** CV-S.A.V.E. Annual Report Data Marts

[Remove Emulation](#) You are logged in as Test Test (Faculty) You have emulated Test Test (Faculty)

Annual Assignment: Edit/Add Assignment

Assignment Home **Edit/Add Assignment** Department Cover Letter Print Without Cover Print With Cover View Historical Years Default Dept. Cover Letter

Annual Assign Year	ID	First name	Last name	Campus	College	Department
2014AY	000-00-0000	Test	Test	01- Boca	15- Education	1560- Ed Leadership & Research Methodolgy

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TEACHING						
Term	Activity Category	Course Prefix	Course Number	Course Indicator	Course Section	FTE Assign %
Fall 2014	Lower Level	EDF	3430		001	25.00
Fall 2014	Graduate Classroom	EDA	6103		002	25.00
Fall 2014	Graduate Classroom	EDS	6100		005	25.00
Spring 2015	Lower Level	EDF	3430		001	25.00
Spring 2015	Graduate Classroom	EDA	6232		003	20.00
Spring 2015	Graduate Classroom	EDA	6415		002	30.00

Total Teaching FTE % for Fall 2014 = 75.00
Total Teaching FTE % for Spring 2015 = 75.00
Total Teaching FTE % for Summer 2015 =

INSTRUCTION RELATED		
Term	Activity Category	FTE Assign %
Fall 2014	Academic Advising	5.00
Spring 2015	Academic Advising	5.00

Total Instruction Related FTE % for Fall 2014 = 5.00
Total Instruction Related FTE % for Spring 2015 = 5.00
Total Instruction Related FTE % for Summer 2015 =

RESEARCH, SCHOLARSHIP AND CREATIVE ACTIVITY		
Term	Activity Category	FTE Assign %
Fall 2014	Departmental Research	15.00
Spring 2015	Departmental Research	15.00

Total Research, Scholarship and Creative Activity FTE % for Fall 2014 = 15.00
Total Research, Scholarship and Creative Activity FTE % for Spring 2015 = 15.00
Total Research, Scholarship and Creative Activity FTE % for Summer 2015 =

SERVICE

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.

Spring 2015 Academic Advising 5.00

Total Instruction Related FTE % for Fall 2014 = 5.00
 Total Instruction Related FTE % for Spring 2015 = 5.00
 Total Instruction Related FTE % for Summer 2015 =

RESEARCH, SCHOLARSHIP AND CREATIVE ACTIVITY		
Term	Activity Category	FTE Assign %
Fall 2014	Departmental Research	15.00
Spring 2015	Departmental Research	15.00

Total Research, Scholarship and Creative Activity FTE % for Fall 2014 = 15.00
 Total Research, Scholarship and Creative Activity FTE % for Spring 2015 = 15.00
 Total Research, Scholarship and Creative Activity FTE % for Summer 2015 =

SERVICE		
Term	Activity Category	FTE Assign %
Spring 2015	Service-Professional/Public	5.00

Total Service FTE % for Fall 2014 =
 Total Service FTE % for Spring 2015 = 5.00
 Total Service FTE % for Summer 2015 =

OTHER ASSIGNED DUTIES		
Term	Activity Category	FTE Assign %
Fall 2014	Univ Committees/Councils	5.00

Total Assigned Duties FTE % for Fall 2014 = 5.00
 Total Assigned Duties FTE % for Spring 2015 =
 Total Assigned Duties FTE % for Summer 2015 =

Grand Total	
Total Assigned Duties FTE % for Fall 2014 =	100.00
Total Assigned Duties FTE % for Spring 2015 =	100.00
Total Assigned Duties FTE % for Summer 2015 =	0

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 Supervisor - Test, Chair signed this document on Jul 10 2014 5:43PM

Faculty Member - ☐ Sign ☐ [Accept Terms & Conditions](#)

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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.

Spring 2015 Academic Advising 5.00

Total Instruction Related FTE % for Fall 2014 = 5.00
 Total Instruction Related FTE % for Spring 2015 = 5.00
 Total Instruction Related FTE % for Summer 2015 =

RESEARCH, SCHOLARSHIP AND CREATIVE ACTIVITY		
Term	Activity Category	FTE Assign %
Fall 2014	Departmental Research	15.00
Spring 2015	Departmental Research	15.00

Total Research, Scholarship and Creative Activity FTE % for Fall 2014 = 15.00
 Total Research, Scholarship and Creative Activity FTE % for Spring 2015 = 15.00
 Total Research, Scholarship and Creative Activity FTE % for Summer 2015 =

SERVICE		
Term	Activity Category	FTE Assign %
Spring 2015	Service-Professional/Public	5.00

Total Service FTE % for Fall 2014 =
 Total Service FTE % for Spring 2015 = 5.00
 Total Service FTE % for Summer 2015 =

Term	Activity Category	FTE Assign %
Fall 2014	Univ Committees/Cg	5.00

Total Assigned Duties FTE % for Fall 2014 = 5.00
 Total Assigned Duties FTE % for Spring 2015 =
 Total Assigned Duties FTE % for Summer 2015 =

Certification Text

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/OEquidelines_final.php, and the form is available at <http://www.fau.edu/hr/files/OutsideBusinessV2.pdf>.

OK

Grand Total	
Total Assigned Duties FTE % for Fall 2014 =	100.00
Total Assigned Duties FTE % for Spring 2015 =	100.00
Total Assigned Duties FTE % for Summer 2015 =	0

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 Supervisor - Test, Chair signed this document on Jul 10 2014 5:43PM

Faculty Member - ☐ [Accept Terms & Conditions](#)

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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/OEquidelines_final.php, and the form is available at <http://www.fau.edu/hr/files/OutsideBusinessV2.pdf>.

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Annual Assignment

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Office Supplies Office Pro...
BOG Dictionary
FAIR 3.0
WebFOCUS 8
Suggested Sites
Web Slice Gallery
FAIR_3.0 Implementation ...
Banner

Total Instruction Related FTE % for Spring 2015 = 5.00
Total Instruction Related FTE % for Summer 2015 =

RESEARCH, SCHOLARSHIP AND CREATIVE ACTIVITY		
Term	Activity Category	FTE Assign %
Fall 2014	Departmental Research	15.00
Spring 2015	Departmental Research	15.00

Total Research, Scholarship and Creative Activity FTE % for Fall 2014 = 15.00
Total Research, Scholarship and Creative Activity FTE % for Spring 2015 = 15.00
Total Research, Scholarship and Creative Activity FTE % for Summer 2015 =

SERVICE		
Term	Activity Category	FTE Assign %
Spring 2015	Service-Professional/Public	5.00

Total Service FTE % for Fall 2014 =
Total Service FTE % for Spring 2015 = 5.00
Total Service FTE % for Summer 2015 =

OTHER ASSIGNED DUTIES		
Term	Activity Category	FTE Assign %
Fall 2014	Univ Committees/Councils	5.00

Total Assigned Duties FTE % for Fall 2014 = 5.00
Total Assigned Duties FTE % for Spring 2015 =
Total Assigned Duties FTE % for Summer 2015 =

Grand Total	
Total Assigned Duties FTE % for Fall 2014 =	100.00
Total Assigned Duties FTE % for Spring 2015 =	100.00
Total Assigned Duties FTE % for Summer 2015 =	0

Please accept terms & conditions

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Supervisor - Test, Chair signed this document on Jul 10 2014 5:43PM
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Annual Assignment

Office Supplies Office Pro...
BOG Dictionary
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Web Slice Gallery
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SERVICE		
Term	Activity Category	FTE Assign %
Spring 2015	Service-Professional/Public	5.00

Total Service FTE % for Fall 2014 =
Total Service FTE % for Spring 2015 = 5.00
Total Service FTE % for Summer 2015 =

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Term	Activity Category	FTE Assign %
Fall 2014	Univ Committees/Councils	5.00

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Total Assigned Duties FTE % for Spring 2015 =
Total Assigned Duties FTE % for Summer 2015 =

Grand Total	
Total Assigned Duties FTE % for Fall 2014 =	100.00
Total Assigned Duties FTE % for Spring 2015 =	100.00
Total Assigned Duties FTE % for Summer 2015 =	0

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Dean / VP -

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Total Instruction Related FTE % for Summer 2015 =

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SERVICE		
Term	Activity Category	FTE Assign %
Spring 2015	Service-Professional/Public	5.00

Total Service FTE % for Fall 2014 =
Total Service FTE % for Spring 2015 = 5.00
Total Service FTE % for Summer 2015 =

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Term	Activity Category	FTE Assign %
Fall 2014	Univ Committees/Councils	5.00

Total Assigned Duties FTE % for Fall 2014 = 5.00
Total Assigned Duties FTE % for Spring 2015 =
Total Assigned Duties FTE % for Summer 2015 =

Grand Total	
Total Assigned Duties FTE % for Fall 2014 =	100.00
Total Assigned Duties FTE % for Spring 2015 =	100.00
Total Assigned Duties FTE % for Summer 2015 =	0

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Supervisor - Test, Chair signed this document on Jul 10 2014 5:43PM
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Dean / VP -

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Direct all functional questions or comments (including Login issues) about the FAIR system to IEA@fau.edu (561) 297-2665
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After reviewing the assignment, the Dean or VP may either sign or reject the assignment.

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File Edit View Favorites Tools Help

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SERVICE		
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Spring 2015	Service-Professional/Public	5.00

Total Service FTE % for Fall 2014 =
Total Service FTE % for Spring 2015 = 5.00
Total Service FTE % for Summer 2015 =

Term	Activity Category	FTE Assign %
Fall 2014	Univ Committees/Councils	5.00

Total Assigned Duties FTE % for Fall 2014 = 5.00
Total Assigned Duties FTE % for Spring 2015 =
Total Assigned Duties FTE % for Summer 2015 =

Message from webpage

Are you sure you want to reject this assignment?

OK Cancel

Grand Total	
Total Assigned Duties FTE % for Fall 2014	100.00
Total Assigned Duties FTE % for Spring 2015	100.00
Total Assigned Duties FTE % for Summer 2015	0

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Supervisor - Test, Chair signed this document on Jul 10 2014 5:43PM
Faculty Member - Test, Test signed this document on Jul 10 2014 6:02PM
Dean / VP - Sign Reject

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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.

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SERVICE

Term	Activity Category	FTE Assign %	Delete
Spring 2015	Service-Professional/Public	5.00	<input type="checkbox"/>

Update All Delete Add new Record

Total Service FTE % for Fall 2014 =
Total Service FTE % for Spring 2015 = 5.00
Total Service FTE % for Summer 2015 =

Roll Other Assigned Duties

OTHER ASSIGNED DUTIES

Term	Activity Category	FTE Assign %	Delete
Fall 2014	Univ Committees/Councils	5.00	<input type="checkbox"/>

Update All Delete Add new Record

Total Assigned Duties FTE % for Fall 2014 = 5.00
Total Assigned Duties FTE % for Spring 2015 =
Total Assigned Duties FTE % for Summer 2015 =

Grand Total
Total Assigned Duties FTE % for Fall 2014 = 100.00
Total Assigned Duties FTE % for Spring 2015 = 100.00
Total Assigned Duties FTE % for Summer 2015 = 0

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Supervisor -

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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.

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Welcome to Florida Atlantic U... Annual Assignment Annual Assignment demo building software - Bing IncrediTTools - Application, To...

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Total Instruction Related FTE % for Fall 2014 = 5.00
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RESEARCH, SCHOLARSHIP AND CREATIVE ACTIVITY		
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SERVICE		
Term	Activity Category	FTE Assign %
Spring 2015	Service-Professional/Public	5.00

Total Service FTE % for Fall 2014 =
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Term	Activity Category	FTE Assign %
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Grand Total	
Total Assigned Duties FTE % for Fall 2014 =	100.00
Total Assigned Duties FTE % for Spring 2015 =	100.00
Total Assigned Duties FTE % for Summer 2015 =	0

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 Faculty Member - Test, Test signed this document on Jul 11 2014 9:32AM
 Dean / VP - Test, Dean signed this document on Jul 11 2014 9:36AM

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If the Dean/VP signs the assignment, a time stamp and image of the signed assignment is created.

FAU Faculty Academic Information Reporting System (FAIR) Version 3

Annual Assignment: Edit/Add Assignment

Assignment Home Edit/Add Assignment Department Cover Letter Print Without Cover Print With Cover View Historical Years Default Dept. Cover Letter

Annual Assign Year	ID	First name	Last name	Campus	College	Department
2014AY	000-00-0000	Test	Test	01- Boca	15- Education	1560- Ed Leadership & Research Methodolgy

[View Previous Versions](#)

TEACHING

Term	Activity Category	Course Prefix	Course Number	Course Indicator	Course Section	Reference No.	FTE Assign %
Fall 2014	Lower Level	EDA	3430		001		25.00
Fall 2014	Graduate Classroom	EDA	6103		002		25.00
Fall 2014	Graduate Classroom	EDS	6100		005		25.00
Spring 2015	Lower Level	EDF	3430		001		25.00
Spring 2015	Graduate Classroom	EDA	6415		003		30.00
Spring 2015	Thesis/Dissertation	EDA	7980		008		20.00

Total Teaching FTE % for Fall 2014 = 75.00
 Total Teaching FTE % for Spring 2015 = 75.00
 Total Teaching FTE % for Summer 2015 =

INSTRUCTION RELATED

Term	Activity Category	FTE Assign %
Fall 2014	Academic Advising	5.00
Spring 2015	Academic Advising	5.00

Total Instruction Related FTE % for Fall 2014 = 5.00
 Total Instruction Related FTE % for Spring 2015 = 5.00
 Total Instruction Related FTE % for Summer 2015 =

RESEARCH, SCHOLARSHIP AND CREATIVE ACTIVITY

Term	Activity Category	FTE Assign %
Fall 2014	Departmental Research	15.00
Spring 2015	Departmental Research	15.00

Total Research, Scholarship and Creative Activity FTE % for Fall 2014 = 15.00
 Total Research, Scholarship and Creative Activity FTE % for Spring 2015 = 15.00
 Total Research, Scholarship and Creative Activity FTE % for Summer 2015 =

SERVICE

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.

Test, Test's ANNUAL ASSIGNMENT for 2014AY 7/11/2014 9:36:08 AM SIGNED By Test, Dean

TEACHING							
Term	Activity Category	Course Prefix	Course Number	Course Indicator	Course Section	Reference No.	FTE Assign %
Fall 2014	Lower Level	EDA	3430		001		25.0000
Fall 2014	Graduate Classroom	EDA	6103		002		25.0000
Fall 2014	Graduate Classroom	EDS	6100		005		25.0000
Spring 2015	Lower Level	EDF	3430		001		25.0000
Spring 2015	Graduate Classroom	EDA	6415		003		30.0000
Spring 2015	Thesis/Dissertation	EDA	7980		008		20.0000

Total Teaching FTE % for Fall 2014 = 75.00
Total Teaching FTE % for Spring 2015 = 75.00
Total Teaching FTE % for Summer 2015 =

INSTRUCTION RELATED		
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Fall 2014	Academic Advising	5.0000
Spring 2015	Academic Advising	5.0000

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Term	Activity Category	FTE Assign %
Spring 2015	Service-Professional/Public	5.0000

Total Service FTE % for Fall 2014 =
Total Service FTE % for Spring 2015 = 5.00
Total Service FTE % for Summer 2015 =

OTHER ASSIGNED DUTIES		
Term	Activity Category	FTE Assign %
Fall 2014	Univ Committees/Councils	5.0000

Total Assigned Duties FTE % for Fall 2014 = 5.00
Total Assigned Duties FTE % for Spring 2015 =

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.