

### **Faculty Review and Approval of Annual Assignments**

Both the administrator (Chair/Director) and the faculty member will be able to view the annual assignment for the target semester(s). Academic units have the discretion to establish their own protocol for adding, deleting, or changing the entries in all assignment categories.

- Assignments are for in-load activities only. **No overload activities should be included in Faculty Assignments.**
- The total FTEs must be equivalent to the faculty contract. For full-time faculty the total FTEs must be 100%.
- Under Proposed Teaching, the course sections are auto populated and can be modified. A variety of activities can be included Under Instruction Related efforts such as participation on thesis or dissertation committees.
- Under Proposed Research, Scholarship and Creative Activities, faculty will be able to update the status of projects auto populated or add new projects. Information about projects under (1) Creative Activity, Publication, Scholarship, or University-Department Funded Research can all be listed within a single field/description. Information about externally projects under (2) Sponsored Research will need to have separate fields. Each of the subcategories has unique forms requiring different input information.
- Under Service in the Assignment forms, there are multiple service categories. Clinical Service is only applicable to faculty in the Colleges of Medicine and Nursing. Mandated service is required by state statute and is mostly applicable to the faculty in the College of Education. **Presently, per the Dean, faculty within the College of Social Work and Criminal Justice may list out ALL different service activities under the single category of “University Committees.” Note: This *may* change in the future. This policy is different from the FAR, which does require faculty to list service activities under the appropriate categories.**

When faculty complete their Assignment, they click the “Reviewed/Accepts” button which sends the Assignment to the Chair/Director for Review/Approval.

### **Chair/Director Review and Approval of Annual Assignments**

Chairs/Directors will need to coordinate with faculty about assignment details; this should generally happen before faculty review/accept the assignment. Course-related and other assignments must be approved by the Chair/Director.

If the Chair/Director must make an adjustment to the assignment after the faculty have signed off, the Chair/Director must send the assignment back to the faculty for their acceptance. Faculty must sign off on the final draft of the assignment before the Chair sends the case forward to the Dean.

The Chair/Director completes the Assignment for the faculty member for the semester by clicking the “Department Chair Approves” button.

## **Dean Review and Approval of Assignment**

When the Dean (or Designee) reviews the Assignment and clicks the “Dean Approves” button, this action formally completes the college’s obligation for signing off on the Faculty Assignment.