

**University of Florida**  
**College of Liberal Arts and Sciences**

*CLAS Guidelines for Completing the Semester Faculty Assignment Reports*

**GENERAL GUIDELINES**

The Semester Faculty Assignment Report (AA Form 001, rev. 12/97; <http://www.aa.ufl.edu/aa/forms/index.htm>) is the assignment provided by the chair or director for each faculty member in the department or other academic unit. The following guidelines for the College of Liberal Arts and Sciences are meant to supplement the Instructions for Completing the Semester Assignment Report that accompany AA Form 001.

This semester faculty assignment report should be filled out by the chair or director as part of the annual assignment of faculty duties and responsibilities. Normally CLAS faculty are expected to participate, and receive some assignment in, appropriate categories on the report form for all three areas of teaching/advising (Categories 1, 2, and 4), research/scholarship (Category 5), and service/governance (Categories 6 and 9), but with the balance adjusted for rank and tenure status and for departmental and individual variations and special assignments. An assignment of 25% of effort per three-hour credit course under (1) is standard according to UF Faculty Workload Policies (1997) and Florida Statute 240.243,2, the 12-hour rule), and the percentage for organized (externally funded) research (5.B.) is determined by the terms of the research grant or contract. Also, Departmental Administration (Category 8) for the chair or director is often a set percentage assigned by the Dean of CLAS. The percent of effort in the other categories are matters of estimates. The guiding principle in these estimates should be realism, that is, to get as good an estimate as possible of how much time will actually be spent in a typical week or over a semester, and then take that as a percentage of total effort. (which cannot total more than 100% regardless of the number of hours worked, which for CLAS faculty typically is more than 40 hours per week).

As a general guideline, activities would be assigned 1% of total effort for each 10 hours of effort over the whole appointment period (20 weeks) for the semester or approximately one-half hour per week.

Course teaching assignments will have normally already been made during the time the teaching schedule is constructed during the previous Academic Year. The assignments are formally made by the chair or director, but assignments should be discussed with the faculty member and information obtained from the faculty member on planned activities for the semester. The faculty member must have the opportunity to see the completed assignment report before signing it.

**ADDITIONAL GUIDELINES**

*1. Instructional Assignment by Course Level*

Instructional Assignment by Course Level

Range: 0-100 percent

Typical Assignment: 50 - 75 percent

Chairs should review the CLAS Faculty Teaching Assignment Guidelines (1994).

See General Guidelines above. The size or level of the 3-contact hour course will not affect the 25% assignment per course, although some downward adjustment would be appropriate in courses with very low enrollments if the decision is made not to cancel those courses. Added effort for larger classes (especially those for which there is no graduate assistant time provided) or classes for which there is additional effort needed can be listed under Other Instructional Activities (2).

Percent assignment for chairing of doctoral and master's supervisory committees should be flexible and reflect the stage of the advisee's graduate career. A lower percent of effort would be expected for master's (and less for non-thesis than for thesis MA) than for doctoral supervision, with a lower percent of effort expected for supervision of advisees who have not yet taken the qualifying exams and higher percent of effort for the semester in which the advisee is taking the exams, writing a proposal, actively working on the dissertation or thesis project, or writing the thesis or dissertation. Ordinarily, graduate student advisees should be signed up for credit under courses numbered 6971, 7979, or 7980. "Piggy-back" 4000/5-6000 courses are assigned the same 25% effort as any 3 contact hour course. Both course numbers should be listed together on the same line under Course and the Section shown as 1. If graduate students enrolled in such piggy-back courses are given additional attention and time by the faculty teaching that course then that additional effort should be reported under Graduate I and II at approximately one-half of one percent (.5%) per student per three hour course.

For supervision of students in individual work and internship courses (e.g. 4905, 6905, 6910) list the total number of students enrolled under the supervision of the faculty on the line under No. of Sections (e.g. SYA 4905 2 students) and percent effort added into the percentage in the appropriate box under Upper or Graduate I and II.

For course sections with fewer than 3 contact hours proportionately smaller percent effort would be assigned and for sections with more than 3 contact hours proportionately greater percent effort would be assigned; for instance 8% per 1-hour class, 16% per 2-hour class, 33% per 4-hour class, 42% per 5-hour class.

Lab sections are "headcount" courses and generate .15 contact hours per student registered so that a lab section with 20 students produces 3 contact hours (25%).

## ***2. Other Instructional Activities***

Other Instructional Activities

Range: 0-25 percent

Typical Assignment: Variable

The following activities are typical activities that would be included in this category. Estimate the percent assignment based on the general guideline given above for translating hours of effort to percent of effort: thesis or dissertation committee as member; intensive or Gordon rule courses; development of a new teaching approach; major course revision; section enrollment of 150 or more students; area curriculum revision; area

coordinator (eg. Freshman English, General Chemistry, etc.); developing a new course; teaching a new course; serving on department curriculum committee; senior honors thesis supervision.

### **3. Clinical Teaching**

N/A for CLAS

### **4. Academic Advisement**

Range: 5 - 30 percent

Typical Assignment: 5- 10 percent

Undergraduate and Graduate Coordinator assignments should be listed under this heading because the chief task is formal academic advising, although some portion of the effort that is purely administrative (9) or governance (11) may be assigned to those categories. Percent assigned for being graduate or undergraduate coordinator should vary by size of department and program, for instance:

	% Grad Coordinator	% Undergrad Coordinator
Large Program	25 – 30	25 - 30
Middle Size Program	15 – 25	15-25
Small Program	5 – 15	5 - 15

### **5a. Departmental Research**

Range: 5-25 percent

Typical Assignment: Varies by discipline and program

This category is for research activities that are not externally funded or otherwise not separately budgeted. Over the course of an academic year, all tenure track faculty members should have some research assignment (minimum of 5 percent) either under this heading, under organized research (5.B.), or both. Tenure-accruing faculty in ranks of instructor or assistant professor typically will have higher percentage assignment in this category than tenured faculty. The upper end of the range (25 percent) may be exceeded under some circumstances at the chair's discretion. This may be appropriate, for example, if (1) this is negotiated for the first term or year of a new faculty member's contract and is stated in the letter of offer, (2) the chair or director regards it as advantageous to assign more research time to assist in the generation of grant proposals, support a faculty member's research program during transitions between grants, or (3) to provide time to complete a major project.

Note: If there is cost-sharing FTE assignment required on a miscellaneous, fellowship or training grant the Office of Contracts and Grants wants that shown in this category 5.A. Show the percentage of cost-shared contribution and the account number of the project. If the grant is "purely" a research project requiring cost sharing, show that under the next category 5.B.

### ***5b. Organized Research***

Range: 0-100 percent

Typical Assignment: Varies by discipline and program

Ordinarily, this assignment should not exceed 50 percent over an academic year. When it does, chairs should strive to make appropriate assignments in instruction, academic advisement, and public service. The percent shown here must correspond exactly to the total listed in the box in the lower left portion of the report form Percentage Assigned to Research by Project. No project percent is to be listed here unless specifically funded by, or a cost share of, a numbered grant or contract (or other special designation).

When this assignment category is used to reflect cost sharing, a note should be included in the space provided indicating the name of the project, funding source and the grant account number. The note should also indicate whether the cost share is "required" as part of the award or "not required."

Note: All cost sharing agreements must be approved by the Dean of CLAS.

### ***6. Public/Clinical or State Mandated Service***

Range: 1 - 8 percent

Typical Assignment: 1-5 percent

All faculty members should have some public service assignment (e.g. service to students unrelated to credit instruction such as writing letters of reference; service to the profession as journal editors or reviewers; service to the community, state or nation such as work with public schools, technical assistance to government agencies, serving on national public advisory boards). The upper limit of this range may be exceeded in circumstances such as when a faculty member is president of a national professional association, is editor of the lead journal in a discipline, is a member of a Presidential Commission, or otherwise has an especially heavy commitment in public service. Ranked, untenured faculty should be assigned zero or very low percent assignment in this area.

### ***7. Agricultural Extension Services***

N/A for CLAS

### ***8. Departmental Administration***

Range: 0-60 percent

Typical Assignment: Varies by unit size, for instance:

Unit Size	% Chair/Dir	% Associate Chair/Director	% Area/Program Director
Large	50 – 60	25 – 30	0-30
Middle Size	30 – 50	15 – 25	0-20
Small	25 – 40	15 – 25	0 -10

Small departments should combine Associate Chair and Graduate or Undergraduate Coordinator for a total of no more than 25 percent. Several departments assign some administrative responsibilities to Program or Area Directors. Others may assign time to Directors of Training Grants, Centers, or Institutes. Assignments exceeding the top of the ranges indicated above must have approval from the Dean of CLAS.

### **9. Governance**

Range: 0-10 percent

Typical Assignment: 2- 5 percent

Minor committees and those requiring low investments of time should not be considered or reported as part of a semester assignment.

Major short term committee assignments such as heading up a department self study committee, chairing a major committee, serving on a chair search committee, or a college or university task force may justify exceeding this upper limit. Approval from the Dean is required for assignments above 10 percent in this category. Appropriate percent of effort for service on the Faculty Senate is assigned in this category.

### **10. Other**

Only the activities provided on the instruction for AA Form 001 (Rev. 12/97) may be included here. These are: sponsored research administration, auxiliary effort (selling services or products), UFF activities (release time for union activities), professional development leave/sabbaticals, annual/sick leave (when the leave exceeds 20 work days; percent is determined by multiplying the FTE appointment by the number of days on leave and divide by the total number of work days in the semester).

### **11. Total Percent Employed**

The percentages for all activities must total 100% (regardless of the total hours) for a 1.0 FTE appointment, or the appropriate total percent for appointments at less than 1.0 FTE.

## **PROCESSING OF THE COMPLETED FORMS**

The completed Semester Faculty Assignment Reports should be formally submitted to the Dean's office no later than four weeks after the start of classes in each semester. The reports will be reviewed and approved by an Associate Dean, with a copies retained in the CLAS office and the originals returned to the units from which they came. There may be times when the chair/director and the faculty member will need to adjust the assignment during the academic term to reflect more accurately the actual assignment. When this happens, a corrected Semester Faculty Assignment Report should be filled out, signed, and a copy forwarded to the Dean's office.

After the semester is over the chair/director should add a comment (e.g. in progress, on- going, complete) on the Progress Statement line next to each activity (categories 2-10) on the report form for each faculty, but the forms with these comments remain in the unit and are not forwarded to the Dean's office.

Note: There is no specific place on the form for identifying the unit in which the faculty assignment is made, so to help processing in the Dean's office and return to the proper unit, please write, stamp, or otherwise identify the name of the department, center, or program at the top of the form.