

**Guidelines for Workload Assignments for the Semester Faculty
Assignment Report
University of Florida
College of Health and Human Performance**

The Semester Faculty Assignment Report is the assignment provided by the Department Chair for each faculty member in the department. The following workload statement and guidelines for the College of Health and Human Performance are meant to supplement the Instructions for Completing the *Semester Faculty Assignment Report*. This semester faculty assignment report should be filled out by the chair as part of the annual assignment of faculty duties and responsibilities. (This form should be completed for each semester).

Typically, HHP faculty (tenured and tenure track) 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 3), research/scholarship (Category 4a, 4b), and service/governance (Categories 5 and 7), with the balance adjusted for rank and tenure status and for departmental and individual variations and special assignments. These guidelines also apply to non-tenure earning faculty (e.g., Lecturers, Clinical and Research Faculty), with adjustments made accordingly. An assignment of 20-25% of effort per three-hour credit course under Instructional Activity - Courses is typical, and the percentage for organized (externally funded) research (4b) is determined by the terms of the research grant or contract. Course teaching assignments will normally be made during the time the teaching schedule is developed. The assignments are formally made by the chair, 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 review the completed assignment report before signing the form by the deadline as per the Collective Bargaining Agreement (CBA).

ASSIGNMENT GUIDELINES BY CATEGORY

1. Instructional Activity - Courses

Range: 0-100 percent

Typical Assignment: 40-80 percent

Instruction of students registered in credit course sections and activities related to such sections, including preparation for class, grading papers and exams, and assisting students. Instructional assignments should be based on the contact hours assigned to each course. In general, a 3-contact hour course will be assigned 20-25% effort but this may vary depending on the size (headcount), level, new course versus course taught several times, teaching/graduate assistant(s) provided, etc.

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 (see #3 below). Percent assignment for doctoral and master's supervisory coursework (e.g., practicum/internship, independent study, supervised research) should be flexible and reflect the stage of the advisee's academic career. Concurrently listed undergraduate and graduate courses (e.g. 4000/5000)

courses are assigned the same effort as any 3 contact hour course. 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.

2. Thesis & Dissertation

Range: 0-10 percent

Typical Assignment: Variable

Committee assignments for graduate students who are seeking a MS or doctoral degree. Percent assignment for chairing of doctoral and master's supervisory committee should be flexible and reflect the stage of the advisee's academic career, and the number of student committees on which the faculty member is serving.

3. Other Instructional Activities

Range: 0-10 percent

Typical Assignment: Variable

The following activities typically would be included in this category: development of a new teaching approach; major course revision; large section course enrollment; area curriculum revision; developing a new course; and senior honors thesis supervision.

4a. Research – Department Funded Research

Range: 0-50 percent

Typical Assignment: Variable

Research activities that are not sponsored and, consequently, do not receive separate budgeting and accounting. This category is also used to document any other research activities that are supported by department or non-grant sources of funding. Such duties include proposal preparation, planning and conduct of research, as well as related data analysis, manuscript preparation, and presentation of results. Also includes the preparation and publication of scholarly reviews, chapters, monographs, books, and the development of new educational approaches or techniques.

This category is for research activities (supported by state funds) that are not externally funded or otherwise not separately budgeted. Faculty who remain research productive will be considered for departmental research assignment. However, faculty who cease being research productive will not be assigned departmental research. Typically, over the course of an academic year, all tenure track faculty members should have some research assignment either under this heading, under externally funded research (4b), or both. Tenure-accruing faculty in rank of assistant professor may have a higher percentage assignment in this category than tenured faculty. The upper end of the range may be exceeded under some circumstances at the chair's discretion. This may be appropriate, for example, if it is advantageous to assign more research time to assist in the generation of grant proposals or support a faculty member's research program during transitions between grants. Faculty should clearly identify the research project that is being developed by use of this time and the department chair should evaluate and assess progress toward completion of these projects prior to assigning research time in subsequent semesters.

4b. Research – Externally Funded Research/Other Sponsored Activity
Range: 0-95 percent **Typical Assignment: Variable**

Separately budgeted and accounted for research: all research activities that are funded by federal, state, local government and private organizations. This includes all approved grant, contract and industry supported research activities both basic and clinical in nature; the preparation, and conduct of research, as well as related data analysis, manuscript preparation, and presentation of results, as well as activities involving the training of individuals in research techniques (research training), where such activities are not included in the instruction function. FTE assignment is determined by assigned percentage on each funded project, and is dependent upon roles and tasks on the project. This should be determined in consultation with the faculty member's supervisor and the project PI.

5. Service
Range: 0-20 percent **Typical Assignment: 1-10 percent**

Service activities that extend the professional and/or discipline-related services of individuals to the community, state or nation, but do not generate remuneration from a third party. This includes service in professional organizations and academic or professional student organizations, as well as participation in student recruitment, admissions, orientation, and remediation. The description of duties must indicate specific activities performed.

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 state, regional, national, or international public advisory boards/entities). Ranked, untenured faculty should be assigned a low percent assignment in this area. 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 a top journal in a discipline, is a member of a Presidential Commission or other substantial service role. Under special circumstances, department chairs may approve assignments exceeding .10 FTE for a specified time period.

6. University / College / Department Administration
Range: 0-75 percent **Typical Assignment: Variable**

Administrative and support services benefiting common or joint University / College / Departmental activities. Supervision, management, or staff activities related to the administration of a department, college, or university. This activity provides administrative support and management direction to instructional, research and public service programs. Generally restricted to individuals with formal administrative appointments. Effort related to university, college, department committees, councils, etc., should be reflected under University Governance. This category does not include direct administrative effort related to a specific course, which should be reflected in the appropriate instruction category. Direct administrative effort related to a specific project,

and funded by sponsored research, should be reflected in the “Externally Funded Research/Other Sponsored Activity” category.

Time allocations for program directors, undergraduate/graduate coordinators, or center/institute director shall be assigned by the chairs of the individual sponsoring departments with approval of the dean. The usual assignment for center director is .10 to .25 FTE.

7. University Governance

Range: 0-10 percent

Typical Assignment: 1-10 percent

Activities that provide advisory support to the general governance of the unit or the institution, such as participation on department, college or university committees and councils. Also includes special assignments such as consultation services to university offices and units.

All faculty should receive some FTE assignment and be involved in governance activities. This area includes servicing on standing and ad hoc committees at the department, college, and university levels. Assignment of FTE should reflect an estimate of the total time and effort involved. Service as committee chair, or in a special assignment, should receive more credit. Ranked, untenured faculty should receive proportionally lower assignments than tenured faculty. Under special circumstances, department chairs may approve assignments exceeding .10 FTE for a specified time period.

8. Academic Advisement

Range: 0-25 percent

Typical Assignment: 0-10

Formal counseling with undergraduate and MS non-thesis students on academic course or program selection, scheduling, and career counseling. The description of duties must include such indicators as number of students formally advised and hours designated for advising.

9. Annual/Sick Leave, Leave of Absence (Paid), Sabbatical

Range: variable

Typical Assignment: variable

Annual / Sick Leave

This activity should be used when the leave taken exceeds 20% of the workdays in the semester. To determine the appropriate percentage to be reported, multiply the FTE appointed by the number of days on leave and then divide this amount by the total number of workdays in the semester.

Leave of Absence (Paid)

An authorized compensated leave of absence granted to the employee by the university, includes disability leave. Effort should be reported when the chair assigns the leave.

Sabbatical

An authorized research assignment granted to the employee by the university, includes sabbaticals and professional development leave. Effort should be reported when the chair assigns the sabbatical.

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 online and approved by the faculty member as per the CBA deadline.

Approved: HHP College Council January 12, 2016

Summary of Assignments by Category

1. Instructional Activity - Courses

Range: 0–1.00 FTE

Typical Assignment: .40–.80 FTE

2. Thesis & Dissertation

Range: 0–.10 FTE

Typical Assignment: Variable

3. Other Instructional Activities

Range: 0–.10 FTE

Typical Assignment: Variable

4a. Department Funded Research

Range: 0-.50 FTE

Typical Assignment: Variable

4b. Externally Funded Research/Other Sponsored Activity

Range: 0-.95 FTE

Typical Assignment: Variable

5. Service

Range: 0–.20 FTE

Typical Assignment: .01–.10 FTE

6. University / College / Department Administration

Range: .01–.75 FTE

Typical Assignment: Variable

7. University Governance

Range: 0–.10 FTE

Typical Assignment: .01–.10 FTE

8. Academic Advisement

Range: 0–.25 FTE

Typical Assignment: .00 - .10 FTE

9. Annual/Sick Leave, Leave of Absence (Paid), Sabbatical

Range: Variable

Typical Assignment: Variable