

**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 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* that accompany AA Form 001. This semester faculty assignment report should be filled out by the chair as part of the annual assignment of faculty duties and responsibilities. (A 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 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 Instructional Assignment by Course Level (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. 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 normally be made during the time the teaching schedule is constructed during the previous Academic Year. 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 see the completed assignment report before signing the form.

ASSIGNMENT GUIDELINES BY CATEGORY

1. Instructional Assignment by Course Level

Range: 0-100 percent

Typical Assignment: 50-75 percent

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 (see #2 below). Percent assignment for chairing of doctoral and master's supervisory committees should be flexible and reflect the stage of the advisee's academic career. Concurrently listed undergraduate and graduate courses (e.g. 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 concurrently listed 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. 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 example, 8% per 1-hour class, 16% per 2-hour class, and 33% per 4-hour class.

2. Other Instructional Activities

Range: 0-10 or 15%

Typical Assignment: Variable

The following activities typically would be included in this category: thesis or dissertation committee member; intensive or Gordon rule courses; development of a new teaching approach; major course revision; large section course enrollment; area curriculum revision; area coordinator; developing a new course; teaching a new course; serving on department curriculum committee; senior honors thesis supervision. Estimate the percent assignment based on the general guideline given above for translating hours of effort to percent of effort.

3. Clinical Teaching

N/A for HHP

4. Academic Advisement

Range: 0-25 percent

Typical Assignment: variable

Given that undergraduate academic advisement is delivered by professional advisors in HHP, academic advisement assignments will be reserved primarily for the departmental graduate coordinators. In some instances an assignment may be appropriate for coordination of undergraduate activities within a department as well.

5a. Departmental Research

Range: 0-25 percent

Typical Assignment: Varies

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 organized research (5.B.), 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 (25 percent) 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.

5b. Organized Research

Range: 0-100 percent

Typical Assignment: Varies

Ordinarily, this assignment should not exceed 75 percent over an academic year. 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 a numbered grant or contract (or other special designation).

6. Public/Clinical or State Mandated Service

Range: 0-10 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. Ranked, untenured faculty should be assigned a very low percent assignment in this area. Total FTE assignment for Service (Category 6) and Governance (Category 9) typically will not exceed .10 FTE. Under special circumstances, department chairs may approve assignments exceeding .10 FTE for a specified time period

7. Agricultural Extension Services

N/A for HHP

8. Departmental Administration

Range:

Typical Assignment:

Assignment of departmental administrative time is rarely used beyond assignment of department chair duties. Time allocations for program directors, 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 .05 to .10 FTE.

9. Governance

Range: 0-10 percent

Typical Assignment: 2- 5 percent

All faculty should receive some FTE assignment for governance. This area includes servicing on standing and ad hoc committees at the department, college, university, and state levels. Assignment of FTE should reflect an estimate of the total time and effort involved. Service as committee chair, or in a special assignment, receive more credit. Ranked, untenured faculty should receive proportionally lower assignments than tenured faculty. Total FTE assignment for Service (Category 6) and Governance (Category 9) typically will not exceed .10 FTE. Under special circumstances, department chairs may approve assignments exceeding .10 FTE for a specified time period.

10. Other

Only the following activities may be included here: 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).

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 by an Associate Dean for Faculty Affairs, with copies retained in the HHP Dean's office and the originals returned to their respective departments.

Summary of Assignments by Category

1. Instructional Assignment by Course Level

Range: 0–1.00 FTE

Typical Assignment: .50–.75 FTE

2. Other Instructional Activities

Range: 0–.05 FTE

Typical Assignment: Variable

3. *Clinical Teaching:*

n/a

4. Academic Advisement

Range: 0–.15 FTE

Typical Assignment: Variable

5a. Departmental Research

Range: 0–.25 FTE

Typical Assignment: Variable

5b. Organized Research

Range: 0–1.00 FTE

Typical Assignment: .75 FTE (max.)

6. Public/Clinical or State Mandated Service

Range: 0–.15 FTE

Typical Assignment: .01–.05 FTE

7. *Agricultural Extension Services:* *n/a*

8. Departmental Administration

Range: .01–1.00 FTE

Typical Assignment: Variable

9. Governance

Range: 0–.10 FTE

Typical Assignment: .01–.05 FTE

10. Other