

Assigned Faculty Duties

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- » Assistant In Research, Associate In Research, Research Associate
- » Assistant In Technical Assistance, Associate In Technical Assistance, Technical Assistance Associate

## Assigned Faculty Duties Categories

There are five potential areas of responsibility on the faculty self-rating and evaluation form. Not all faculty will have assignments in all areas (e.g., faculty who are 100% funded on contracts and grants will have assignments that only fall in the funded-research category)

### 1. Teaching

- » Undergraduate Organized Sections
- » Graduate Organized Sections
- » Undergraduate Individual Instruction
- » Graduate Individual Instruction

### 2. Instruction-Related

- » Academic Advising (including graduate thesis and dissertation committees)
- » Other Instructional Effort
- » Supervision of Cooperative Education
- » Clinical Instruction of Medical Residents

### 3. Research, Scholarship and Creative Activity

- » Department/Unfunded Research
- » Funded Research

### 4. Service

- » State Mandated Public Service
- » Professional and Other Public Service
- » Clinical Service (non-reimbursable)

### 5. Other Assigned Duties

- » University governance
- » Academic Administration
- » Leave of Absence with Pay
- » Paid Patient Care
- » Auxiliary Effort
- » Release Time

## Considerations in Negotiating and Completing AFDs

Beyond ordinary funded Public

In addition, supervisors, with guidance from the Division Directors and the Chair, should work to explore avenues for supporting activities and identifying resources (fiscal and other supports) that may contribute to a faculty member's professional growth, when such activities cannot be supported by that faculty member's respective contracts or grants

### **Guidelines for Assigned Faculty Duties**

This section describes policies and procedures for developing assigned faculty duties for all CFS faculty members. Assigned faculty duties are expected to align with evaluation categories. This section offers definitions of each category as well as guidelines for FTE assignment. Percentages included within this document are intended to be used as a *guide* for faculty members and supervisors. *As stated previously in this document, FTE assignments are to be determined in consultation with the faculty member's supervisor.*

To complete annual plans that delineate assigned faculty duties for the calendar year, faculty members will need information such as the percentage planned for tasks in each category, planned activities and pr<sup>a</sup> ev dtidelags s the p assss" n" d / / n e e dy needed

supervisor. Instructors should receive teaching assignments proportional to the credit hours being taught, number of students in the course, and contractual obligations. For distance learning courses, narrated presentation and on-line discussion serve as contact hours

Per-semester allocation for a 3 credit course (3 contact hours or its equivalent)<sup>1,2</sup> for which you are the primary instructor.

◀ 10-25%

New course preparation or significant revisions to a course in the semester it is being taught. For example, migrating a course from in-class to on-line or vice versa would be included here.

» Repeated courses with 50 or more students and no TA

» Gordon rule course

◀ 10-20%

Repeated courses with less than 50 students and no TA and repeated courses with 50 or more student and a TA<sup>3</sup>

◀ 5-15%

Courses with co-instructors

◀ Up to 5%

Independent study, Chair of a dissertation or thesis committee, Chair of an honors college thesis

◀ Up to 2%

Member of a dissertation or thesis committee if instructor of record

## 2. Instruction Related Activities

### Academic Advising:

1.0: "Formal counseling with students on academic course or program selection, scheduling, and career counseling. Activity Reports should indicate the number of students formally advised by the faculty member, hours specifically designated for advising purposes, and other appropriate indicators of advising activity" (University of South Florida, n.d.).

0.5: Discussions with students on course selection for a particular specialty.

0.1-0.2: 1-10% depending on the number of students you are advising, support staff that might be assigned, etc.

### Other Instructional Effort:

0.5: Non-credit generating performance of instructional-related activities that are *not* directly tied to specific credit courses being taught in the current semester. "This includes the



- ◀ Contract/grant proposal resubmission with primary responsibility; collaborator on a grant proposal submission; USF internal grants programs 5-15%
- ◀ New article, book chapter, or report: 5-10%
- ◀ Revision of an article or book chapter: 1-5%
- ◀ Conference presentation, training workshop, or professional development activity depending upon role and venue (not funded by contract/grant): 1-5%

Note: The FTE % should be consistent with those reported for Federal Effort Reporting (PERT). Requires reporting of both effort paid directly by the contract/grant and cost-share provided. Each current and expected contract or grant should be listed separately in AFD Supporting Documentation.

#### 4. Service

**Definition:** This category includes training, education, consultation, technical assistance, and other activities provided to individuals, organizations, communities, states or nations at no cost to the recipient. Service assignments must align with the missions of CFS, FMHI, BCS, and USF.

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## 5. Other Assigned Duties

### University Governance

USF, BCS, and FMHI service (including committee work)

          : This sub-category includes "activities that provide advisory support to the general governance of the unit or institution" (University of South Florida, n.d.) which includes CFS, FMHI, BCS and the University. It also includes special assignments such as consultation service to the university ofices and units

          : CFS Governance Council; Faculty Senate; FMHI Curriculum Committee; search committees; university-wide committees

          : 1-10%

### Academic Administration

This is defined as administration that is unrelated to the direction of specific research, training, consulting, service, technical assistance and dissemination activities such as the responsibilities of the Department Chair, Division Directors, or other supervision not directly related to a project.

          : "Supervisory, management or staff activities related to the administration of an academic program, division, department, college, university or the SUS. This activity provides administrative support and management direction to the instructional, research and public service programs. Assignments customarily and regularly require the incumbent to exercise discretion and independent judgment and include service on internal committees." (University of South Florida, n.d.)