# UNIVERSITY OF SOUTH FLORIDA

## COLLEGE OF ARTS AND SCIENCES

### And

## COLLEGE OF BEHAVIORAL AND COMMUNITY SCIENCES

## INSTRUCTIONS FOR COMPLETING THE

## ASSIGNED FACULTY DUTIES-FACULTY ACTIVITY REPORT (AFD-FAR)

### Also called WORKLOAD

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# THE FAIR SYSTEM OVERVIEW

The Faculty Academic Information Reporting system (FAIR) is a faculty designed and developed application that enables the easiest possible collection of academic information by or about faculty. FAIR assembles the information from three modules (AFD-FAR, Vita Bank, and Annual Report) to provide largely completed templates which the faculty members use when completing the Annual Report or the tenure and promotion process (a forthcoming FAIR module).

The **Assigned Faculty Duties-Faculty Activity Report** (AFD-FAR), recently renamed **Workload**, is for Federal Effort Reporting and is OMB-A21 compliant. It can also be used for state effort reporting if you have those requirements.

The faculty assignment information from the AFD-FARs is pulled into the Annual Report; thus, there is considerable incentive for the effort reporting on the AFD-FAR to be correct.

# AFD-FAR (WORKLOAD) ASSIGNED ACTIVITIES

The Assigned Faculty Duties-Faculty Activity Report (**AFD-FAR**) is a secure, web-based module in the **FAIR** system. On this form, information about assigned activities is paired up with information from **BANNER** (the course scheduling system) along with **GEMS** (the personnel and payroll systems). ***Please see pages 4-5 for the College of Arts and Sciences AFD-FAR Recommendations.***

The AFD-FAR is divided into four categories:

## COURSE RELATED INSTRUCTIONAL ACTIVITIES

**Classroom Instruction** is the teaching of organized course sections. The FTE (Full Time Equivalency) assigned for classroom instruction is based on credit hours. One credit hour equals 8.33% FTE. For example, a three credit course receives 25 FTE, a four credit course receives 33.3 FTE, and so on.

**Thesis and Dissertation Supervision** is assigned FTE at the maximum rate of one contact hour per student. Only the committee chair will ordinarily be given full credit, and committee members will usually receive one-third of that (.333 of a contact hour, maximum).

**Directed/Individual Studies** are assigned FTE at the maximum rate of .5 contact hour per student.

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► **NOTE:** The Chancellor's memorandum on the 12 hour law states that (for a full time employee) there is a minimum amount of contact hours that a faculty member must work in order to achieve a minimum level of performance.

**FTE Formula:** If Full Time = 1.0 FTE = 100% Effort = the 40 hour work week = 40 clock hours = 12 contact hours

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► **NOTE: CONTACT HOURS**

"*Contact Hour:* A standard one hour (at least 50 minutes) classroom period. Contact hours, per se, will appear only in the Classroom Instruction activity category."

By definition, a contact hour is only for the teaching of organized course sections. Any activities other than teaching are converted into *Contact Hour Equivalencies*.

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## INSTRUCTION RELATED

**Academic Advising** is formal counseling with students on academic course or program selection, scheduling, and career options. Some departments assign advising to faculty members, although most departments have full-time, non-faculty departmental Advisors.

**Other Instructional Effort** includes the development of new courses, new delivery approaches, a major revision of materials for credit courses, participation in the planning, development and/or evaluation of total curricula program services, and mentoring junior faculty.

This category is primarily for curriculum development but also includes the teaching of non-credit courses or seminars as part of the normal salary and FTE.

**Supervision of Cooperative Education** includes coordinating the placement of Cooperative Education students into supervised work experiences, evaluating student progress, and counseling and conducting seminars for Cooperative Education students (not applicable to CAS or CBCS assignments).

## NON-INSTRUCTION RELATED

**Departmental Research** includes all research and development activities that are budgeted by departmental or institutional funds. Examples include the following: publications such as books and book chapters, refereed journal articles, contracts and grants, technical reports, conference presentations, and invited talks.

**Public/Professional Service** extends the professional and/or discipline-related services of individuals to the community, the state, or the nation and is provided at no charge to the recipient. This includes service in professional organizations and academic or student organizations that benefit the profession or the community.

**State Mandated Service** includes public service activities required by rule or statute to be performed by state universities. This category is used to report the educational service effort of faculty in the performance of activities in the K-12 education system.

**Supervision of Cooperative Education** is defined as "Supervision of Cooperative Education: Coordinating the placement of Cooperative Education students into supervised work experiences, evaluating student progress, and counseling and conducting seminars for Cooperative Education students." This category is not used by CAS or CBCS.

**Clinical Instruction of Housestaff** is defined as instruction given to house staff (Interns, Residents and Clinical Fellows). While still learning, these individuals are not registered for coursework. This activity is also used by CSD for clinical supervision of interns. These courses are not limited by course credit hour, but are awarded contact hours and effort on a per student basis, which is .8 of a contact hour per student.

**University Governance** activities provide support, such as councils and committees, to the general governance of the department, college, or university.

**Academic Administration** consists of supervisory and management related to the administration of a department, college, or the university. This activity is typically assigned to department chairs, program directors, assistant or associate chairs, and assistant or associate deans.

**Auxiliary Effort** includes any activities paid for by auxiliary funds.

**Leave Of Absence with Pay** is an authorized, compensated leave of absence granted to an employee by the university. This includes sabbaticals, professional development leave, and disability leave.

**Release Time (For UFF Activity)** is a reduction in an employee's course load (for instruction) or hours of work (for non-instruction) for purposes of carrying out union activities in employee representation and contract administration.

**Sponsored Activity** includes any activity (most often research) paid for by a contract or grant. The Sponsored Activity category includes grant/contract title, paying account number, and the FTE assigned.

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To complete an AFD-FAR, assign the FTE, the paying account, and the benefitting account to all instructional and non-instructional activities. The actual percentage effort (ACT FTE) and contact hours (Wkld Units) will be calculated automatically by clicking the blue "Post Semester Update Activity Report" link.

# CAS Recommendations for Faculty Assigned Duties
## (Fall and Spring Semesters only)

| Teaching loads* (in credit hours): | Typical tenure-line Faculty | New tenure line Faculty | Instructors |
|---|:---:|:---:|:---:|
| A. Doctoral degree granting depts.: | 6/6 | 3/6 | 12/12 |
| B. Masters degree granting depts.: | 6/9 | 6/6 | 12/12 |
| C. Small MA degree granting depts.: | 9/9 | 6/9 | 12/12 |

*These teaching loads may be adjusted with the approval of the Dean/designee.*

## FTE assigned (must equal 1.00):

A. Organized sections: 8.33% per credit hour

B. Individual Instruction: 0.5% per student, not to exceed a total of 7.5 %.

C. Other Instructional Effort (new course preparations, significant course revisions, etc.): Not to exceed 5%.

D. Department and/or Funded Research: Not less than 20% for tenure-line faculty, unless approved by the Dean/designee. No research assignments for non-tenure-line instructional faculty unless approved by the Dean/designee. Research assignments for Research faculty must equal their levels of funded support; all exceptions must be approved by Dean/designee.

E. Public and/or Professional Service:** Not to exceed 10% unless approved by Dean/designee.

F. University Governance:** Not to exceed 10% unless approved by Dean/designee.

*** Total combined assignment of duties for public/professional service and university governance may not exceed 10 FTE unless approved by Dean/designee.*

G. Administration: Must equal the amount stipulated in the letter of appointment.

H. Leaves etc.: Must equal the amount stipulated on the relevant documentation.

I. All other assignments: As approved by the Dean/designee.

# CAS Recommendations for Annual Assigned Duties for Chairs

*Only the Dean or the Dean's designee may make chair assignments.*

**Teaching loads:**\* One organized section per semester including the summer (1/1/1).

\*These teaching loads may be adjusted with the approval of the Dean/designee.

**FTE assigned (must equal 1.00):**

A. Organized sections:  8.33% per credit hour.

B. Individual Instruction:  .5 % per student not to exceed a total of 7.5%.

C. Other Instructional Effort (new course preparations, significant course revisions, etc):  Not to exceed 5%.

D. Department and/or Funded Research: Not to be less than 5%, unless approved by the Dean/designee.

E. Public and/or Professional Service:\*\* Not to exceed 5%, unless approved by the Dean/designee.

F. University Governance:\*\*  Not to exceed 5%, unless approved by Dean/designee.

*\*\* Total combined assignment of duties for public/professional service and university governance may not exceed 10% unless approved by Dean/designee.*

G. Administration:  50% per semester.

H.  Leaves etc.: Must equal the amount stipulated on the relevant documentation.

I.  All other assignments: As approved by the Dean/designee.

**Frequently Asked Questions**

**For Departmental Staff**

**How do I delete the AFD-FAR of a person who does not have a current appointment?**

A person with no current appointment, courses, or payroll may appear on your AFD-FAR list. If you would like to delete this person, open his or her AFD-FAR record and click on the Faculty Information page. Below the demographics section, you will see a blue link stating "Click here to delete this record."

**How do I transfer the AFD-FAR of a person that does not belong to my department?**

Occasionally, you will see the AFD-FAR of a person not in your department. You can transfer the AFD-FAR by clicking on the Faculty Information page and selecting the blue "Click here to edit the demographic information." Select the correct department and click "Update."

**How do I transfer a course?**

To transfer the entire course or part of the course to another person click "Detail" located at the far right of the course row. Click on "Click here to transfer complete course," enter the social security number, select the pay plan, and "Transfer Course." To transfer part of a course, use one of the other two options.

**What do I do if the AFD-FAR screen shows "Assignment Incomplete"?**

If you are prompted that the assignment is incomplete, you need to check the AFD-FAR for errors. If the "Actual FTE" and "Wkld Units" are blank, click the "Post Semester Update Activity Report" and that may fix the problem.

If that does not, check for a message in red at the bottom of the AFD-FAR which will indicate the error. Most often, the problem is related to the paying account and/or the assigned FTE. Click on "Faculty Information" which displays account numbers and payroll. You may need assistance from your office manager, grant manager, or FAIR liaison to resolve the error.