**IFAS Guidelines for Workload Assignments for the Semester Faculty Assignment Report**

The Semester Faculty Assignment Report (FAR) is the assignment provided by the Unit Leader for each faculty member in the department. The assignments are formally made by the chair/director, but assignments should be discussed with the faculty member and information obtained from the faculty member on planned activities for the semester.

Typically, IFAS faculty (tenured, tenure track and non-tenure accruing) are expected to participate, and receive some assignment in, appropriate categories on the report for all three mission areas of teaching/advising, research/scholarship, and extension/service/governance, 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, Research Faculty), with adjustments made accordingly. The assignment for a particular semester may vary from the faculty member’s budgeted FTE for the year, but consistent variance may indicate a change should be made. The unit leader should discuss any changes in budgeted FTE with the deans.

**PROCESSING OF THE FARs:** The FARs are initiated by department staff, typically in the week prior to the semester, and are sent electronically to the chair/director for approval then the faculty member for acknowledgement. All FARs should be completed within the first two weeks of the term. Faculty on nine-month appointments with no appointment over the summer will not have a FAR or Effort report.

Detailed training is available in myUFL courses: RSH200 Effort Reporting and RSH260 Cost Principles

**ASSIGNMENT GUIDELINES BY CATEGORY**

**Instructional Activity**

**Courses**

Instruction of students registered in on-book courses and activities related to such sections, including preparation for class, grading papers and exams, and assisting students. Instructional assignments, in general, should be based on the contact hours assigned to each course: a 3-contact hour course will be assigned 20-25% effort but this may vary depending on the size (headcount/number of sections), level, new course versus course taught several times, teaching/graduate assistant(s) provided, etc. When additional effort is needed for a particular class (e.g., larger classes, especially when there is no graduate assistant provided) this can be listed under Other Instructional Activities.

Concurrently listed undergraduate and graduate courses (e.g. 4000/5000) courses are assigned the same effort as any three (3) contact hour course. For course sections with fewer than three contact hours proportionately smaller percent effort would be assigned and for sections with more than three contact hours proportionately greater percent effort would be assigned.

**Thesis & Dissertation**

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.

**Other Instructional Activities**The following activities typically would be included in this category: development of a new teaching approach; major course revision; large section course enrollment; advising; graduate or undergraduate coordinator assignment; area curriculum revision; developing a new course; and senior honors thesis supervision.

**Research/Other Sponsored Activities**

**Department Funded Research**

Research activities that are not sponsored by outside agencies, i.e. state-funded research. 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.

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.

**Formula Funded Research**

These are research projects that qualify for Capacity Grant funding. A REEport project should be approved through the USDA/NIFA. Each term the unit should pull an active REEport list, add a comment on the formula funds row providing the following information in comments section:

1. REEport (CRIS in PeopleSoft)
2. Project #
3. Project Type (Hatch Regular, Hatch Multistate, McIntire-Stennis and Animal Health)
4. Project End Date
5. % of time if multiple projects

**Externally Funded Research/Other Sponsored Activity**

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; 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. Each project should be listed, along with the FTE assignment (effort on a project may exceed the budgeted salary), determined by assigned percentage on each funded project, and is dependent upon roles and tasks on the project.

**Administration and Services**

**Service**

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. The description of duties must indicate specific activities performed.

 **University/College/Department Administration**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.

**University Governance**

Effort related to university, college, department committees, councils, etc., should be reflected under University Governance. This category does not include direct administrate 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.

**Cooperative Extension**

Faculty with Extension assignments should delineate among the different categories: General, Integrated and/or Multi-state. Review your faculty FTE list, and for those faculty with both a Research and Extension FTE, poll your faculty to see what portion of their Extension time was spent on integrated activities that transferred research completed to their Extension clientele. Do not exceed a PI’s budgeted Research FTE as amount reported as integrated. For multi-state activity, poll Extension faculty about what percentage of their time, if any, was spent participating in Extension responsibilities that benefitted two or more states. Examples include developing curriculum, hosting a multi-state activity that has been developed by the collaborators, participating in eXtension, providing information to another state’s fact sheet or newsletter, developing shared websites, and working together on a research project that includes an extension component. The combined Extension activities across General/Integrated/Multistate generally should total to a PI’s assigned Extension FTE. For more information, please see [Semester Faculty Assignment Report – Office of District Extension](http://ded.ifas.ufl.edu/reports/facassign.shtml)

**Other**

**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.

**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/director assigns the sabbatical.

**Effort Reports**

Effort Reports are generated from the semester FAR (typically four months post semester to allow for payroll corrections), and are sent to the Department Effort Coordinator for review and forwarding to the faculty member. The faculty member then reviews and if no corrections are needed, certifies. It is the Effort Report that feeds the Tenure and Promotion packet in Section 4.

If you have any further questions about this process, please contact Lisa DuVall at (352)392-1947 for assistance.