


MEMORANDUM

DATE: February 16, 2024

TO: Deans, Department Chairs, and School Directors
James Sullivan, Executive Director, HBOI

FROM: Russ Ivy, Interim Provost and Vice President, 
Academic Affairs

SUBJECT: Faculty Assignment Guidelines (Supersedes all prior memoranda and policies)

In keeping with the goals established by the FAU Board of Trustees, faculty members at Florida Atlantic University will be given assignments that may include instruction, research, scholarship and creative activity, service to the department/school, college, university, profession, and community, and academic administration. Faculty assignments should be equitable but are not usually identical, taking into consideration the needs and goals of the program and the needs, talents, and experience of the individual faculty member.

The academic assignment should reflect the percentage of overall effort (not time) in each area of the faculty's total assignment for a given semester. The percentages of effort are not fixed, and the Chair/Director must be flexible in the assignment of percentages of effort to faculty activities in each of the areas mentioned below, recognizing the number of factors that may influence the individual faculty member in each area of assignment.

Faculty members with external grant support may "buy out" of a percentage of their assigned responsibilities in order to fulfill the requirements of the grant.

Faculty assignments are to be recorded through the Annual Assignment Activity Input Form of the Interfolio: Faculty Activity Reporting (FAR) system. FAR Activity Category Definitions are attached and are available on the FAU FAR website. Staff in the Office of Institutional Effectiveness and Analysis are available to assist you in working with FAR. More information about how to complete faculty assignments can be found at this resource page <https://www.fau.edu/iea/fair/interfolio-far/>.

Areas of the Assignment

Instructional (Teaching)

An instructional (teaching) assignment may include instructional preparation, lectures, supervising laboratory work, evaluating student efforts, conducting office hours following the

university policy, and mentoring and tutoring students. Variables that may affect the classroom instructional assignment include, but are not limited to, enrollment, use of teaching assistants, multiple sections of the same course, and the amount of preparation required. Instructional assignments may also include directed independent studies, directed independent research, theses, capstone projects, and dissertations.

Instructional Related

Instruction related activities may include membership on dissertation committees, advising of students, supervision of student internships or co-ops, new course development, development of new materials or teaching methodology for existing courses, and new program planning. In certain cases, effort toward these activities may be split and a percentage reported both here and under Research: University – other. Teaching or instruction related activities for which faculty receive additional compensation should not be included in the annual assignment of responsibilities.

Research, scholarly, and/or creative activity

Research, scholarly, and/or creative activity assignments include, but are not limited to, journal articles, books and book chapters, creative performances/productions, and proceedings. Research, scholarly, and/or creative activities may be reported as unfunded (not sponsored). Alternatively, these activities may be externally sponsored (e.g., through grants or contracts) or university sponsored (e.g., funded by the department, URI, or a pilot/seed award). Note that the FTE reported for externally and internally sponsored activities are independent of those that are reported as unfunded.

Service

Service assignments may include University Committee service at the department, college or university level, and involvement in professional service to the public or the discipline.

Other Assigned Duties

Other assigned duties may include management or administration of an academic unit, academic administration activities such as preparation for accreditation and program reviews, or university governance.

Cc: Stephen Engle, Associate Provost, Academic Personnel
Jason Ball, Associate Provost and Chief Information Officer