

College of Engineering & Computer Science Florida Atlantic University

Faculty Assignment Guidelines Approved October 6, 2006

Purpose:

The assignments of faculty to teaching, research, and service activities must be specific yet flexible for optimizing the performance and productivity of the department and the college. The purpose of this document is to establish guidelines for faculty assignments that are fair and equitable, are based on the needs of the program, and take into consideration the needs, talents, professional growth, and development of individual faculty members. In addition, assignments for untenured faculty must be in accordance with the promotion and tenure guidelines of the Departments, the College, and the University to accommodate the fulfillment of their research expectations.

Background:

Based on the goals established by the FAU Board of Trustees, faculty assignments may include teaching, research, scholarship, and creative activity, administration, and service to the department, college, university, profession and community. Florida Statute 1012.945¹ outlines the required number of classroom teaching hours for university faculty members. In addition, Article 9 of the current FAU BOT/UFF Collective Bargaining Agreement specifies assignment of responsibilities for faculty members.

Faculty assignments:

Each department in the College of Engineering & Computer Science is responsible for three basic components of faculty assignments – teaching, research, and service. The assignments must be designed with the goal of optimizing the overall performance/productivity of the department and the college. In addition, the assignment must take into consideration new course preparations, class size, classes with multiple sections (e.g. FEEDS classes), thesis/dissertation supervision, directed independent studies (DIS), and travel time to other FAU campuses, in accordance with the prevailing university/college/departmental policies.

The teaching load of a department as a whole is based on the need for offering an adequate number of core and elective courses at the undergraduate and graduate level. The teaching load can be met in many different ways, keeping in view the number of available faculty members, their expertise, class sizes, number of sections etc., and the level of faculty activity in other components (research and service) of their assignments. Traditionally a 3-credit course makes up

¹ The statute is available on the Florida Senate web site and is also appended to the end of this article http://www.flsenate.gov/Statutes/index.cfm?mode=View%20Statutes&SubMenu=1&App_mode=Display_Statute&Search_String=1012.945&URL=CH1012/Sec945.HTM

for 25% of a faculty member's assignment. For larger classes or classes for multiple (FEEDS) sections, this figure can be adjusted upward but must not exceed 30%. The assignment for thesis/dissertation, and DIS supervision should be proportionate to the level of activity in this category for each faculty member with an upper limit of 10%. If a faculty member is teaching two or more (non-FEEDS) sections of the same course, the assignment for each course can be adjusted downward but should not be less than 20% for each course. Department chairs are responsible for making the adjustments to the faculty assignments.

Once the teaching component of faculty assignments has been addressed, the remaining faculty assignment should be based on achieving the research and service goals of the department and the College. The faculty members with higher teaching assignment may have lower research assignment and vice versa. Each faculty member who expresses interest in establishing his/her research must be assigned research. However, faculty members with research assignment must submit a plan (planned submission of research proposals, publications, and/or sponsored research) in accordance with the level of their research assignment. At the end of the semester, faculty members must submit their research accomplishments. Department chairs can use this information (and performance evaluation criteria of the Department) to adjust research assignments in future semesters. While research publications indicate positive research activity, research assignment is expected to translate into external research funding.

Last but not least, the remaining faculty assignment should include service to the university, college, department, profession, and community.

Department chairs must use their best judgment in making faculty assignment so as to make the best use of faculty time and to best serve our constituents.

Florida Statute 1012.945

1012.945 Required number of classroom teaching hours for university faculty members.--

(1) As used in this section:

(a) "State funds" means those funds appropriated annually in the General Appropriations Act.

(b) "Classroom contact hour" means a regularly scheduled 1-hour period of classroom activity in a course of instruction which has been approved by the university.

(2) Each full-time equivalent teaching faculty member at a university who is paid wholly from state funds shall teach a minimum of 12 classroom contact hours per week at such university. However, any faculty member who is assigned by his or her departmental chair or other appropriate university administrator professional responsibilities and duties in furtherance of the mission of the university shall teach a minimum number of classroom contact hours in proportion to 12 classroom hours per week as such especially assigned aforementioned duties and responsibilities bear to 12 classroom contact hours per week. Any full-time faculty member who is paid partly from state funds and partly from other funds or appropriations shall teach a minimum number of classroom contact hours in such proportion to 12 classroom contact hours per week as his or her salary paid from state funds bears to his or her total salary. In determining the appropriate hourly weighting of assigned duties other than classroom contact hours, the universities shall develop and apply a formula designed to equate the time required for nonclassroom duties with classroom contact hours. "Full-time equivalent teaching faculty member" shall be interpreted to mean all faculty personnel budgeted in the instruction and research portion of the budget, exclusive of those full-time equivalent positions assigned to research, public service, administrative duties, and academic advising. Full-time administrators, librarians, and counselors shall be exempt from the provisions of this section; and colleges of medicine and law and others which are required for purposes of accreditation to meet national standards prescribed by the American Medical Association, the American Bar Association, or other professional associations shall be exempt from the provisions of this section to the extent that the requirements of this section differ from the requirements of accreditation.