

Annual Assignment—Service:

Annual Assignment should reflect the approximate time/effort allocated each week for a type of activity. Most faculty members will have a service assignment that falls in the range of 5-10% depending on how they are assigned to serve the program and the various levels in the University community. This percentage will often be distributed between the “Instruction Related” and “Other Assigned Duties” areas. The combined allocation should however, reflect the approximate time/effort involved.

Instruction Related Service or Other Assigned Activities:

20% = 8 hrs. per week, every week. This is a significant assignment and should only be allocated to someone who is receiving a course release to assist with administrative functions, such as an Associate Chair, Graduate Director, faculty who has oversight of a significant number of GTA taught undergraduate sections, UFF release time, etc.

10% = 4 hrs per week, for an approx. total of 64 hrs. per semester.

The only committee that would require this type of commitment and does not come with a course release is the College P&T. This is only for the Fall term. The spring allocation would be less as the time involved is less.

5% = 2 hrs per week.

Faculty who serve on a 3-4 Dept. and college adhoc committees might be assigned this type of load. The time will not be exact 2 hrs. per week, but will vary from week to week for an overall average.

2% = 1 hr per week

A faculty person who is assigned committees that meet once or twice a semester for a couple of hours.

1% = Faculty member who serves as the Thesis or dissertation advisor, whereby they actively meet with a student for a total of approximately 15 hrs. per term.

Chair’s Signature needed: Instructor Assignments need to be signed by the Chair or Chair’s designee at the bottom of the form.

Removing Faculty from FAIR: Request that any faculty no longer working for the department be removed from the active folder in FAIR. Email Norma Hay hayn@fau.edu to accomplish this task.