

**ARTICLE 7
ASSIGNMENT OF RESPONSIBILITIES**

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7.1 Policy. The assignment of responsibilities to faculty members is one of the mechanisms by which the University establishes its priorities, carries out its mission, and creates opportunities to increase the quality and integrity of its academic programs. (FPU-6.01222AP). Teaching, research, and service are integral parts of a faculty member's assignment. Ideally, interaction between teaching, research, and service will occur and each will enhance and complement the other.

The University recognizes that there are legitimate differences in faculty development needs within the academic community, in interests and areas of expertise among faculty members, in conventions among academic disciplines, and in academic program needs. A prescriptive, rigid and uniform formula that inflexibly dictates annual workloads for individual faculty is not conducive to responding to these differences. This policy is intended to provide assignment flexibility, allowing for shifts in the emphasis placed on teaching, research, and service throughout a faculty member's career.

Faculty members receive their assignments of duties and responsibilities, in writing, from their Provost/designee at the beginning of each new semester. Assignments generally include instruction, research, and service activities; however, research and service may be assigned on a more flexible basis.

7.2 Assignment of Teaching Responsibility. The parties recognize that classroom contact hours are governed by Section 1012.945, Florida Statutes and that faculty members who are paid wholly by state funds shall teach a minimum of twelve (12) classroom contact hours per week. The professional obligation undertaken by a faculty member will always be broader than that minimum, and the combination of teaching, service, and research during the academic year will always be at minimum equivalent to a 40-hour work week. The University has the right, to determine the duties and responsibilities a faculty member may be assigned. For full-time faculty who are wholly paid by state funds, 12-15 credit hours is considered standard and over 15 credit hours is considered overload.

Faculty members that are paid partly from state funds and partly from other funds or appropriations shall teach a minimum number of credit hours in such proportion to twelve (12) credit hours per week as his or her salary is paid from state funds to total salary. State funds shall be interpreted to mean those funds appropriated annually in the General

For the University

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Mark Bonfanti
Chief Negotiator

Candi Churchill
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Date

Date

1 Appropriations Act.

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3 7.3 Summer Assignment. The summer instructional assignment, like that for the academic

4 year, includes the normal activities related to such an assignment as defined by the

5 department/unit and the nature of the course, such as course preparation, minor curriculum

6 development, lectures, evaluation of student efforts, consultations and conferences with

7 students, and minor committee activities during the period of assignment. Compensation

8 for summer teaching will be based on a faculty member's academic year salary at a rate of

9 4.167% per credit hour delivered. If a course (or courses) is delivered in compressed format

10 such that the compensation on a per day basis exceeds the faculty members normal daily

11 rate of pay, the compensation for that course will not exceed 110% of the faculty member's

12 daily rate of pay multiplied by the number of days for the course. In unique instances, the

13 University may, at its election, and the faculty member may choose if he or she desires to

14 accept different compensation than that described in this paragraph. Other credit-

15 generating activities such as thesis or dissertation supervision, directed independent

16 studies, supervised teaching or research, or supervision of student interns, as well as

17 research or service activities, may be offered during the summer term for agreed-to

18 compensation for that specific activity separate from the compensation provided for any

19 summer instructional assignment. The University also reserves the right to employ faculty

20 over the summer period for non-teaching duties, for agreed upon times and at an agreed

21 upon rate of pay. Summer teaching assignments are made at the discretion of the

22 administration and in the best interest of the University. In general summer research

23 assignments will be paid at the employee's standard daily rate of pay.

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25 7.4 Official Records. The Florida Polytechnic University Faculty Assignment of

26 Responsibilities and Effort Report (FARE Form) is the University's official record of a

27 faculty member's activities for each term, and is maintained by the University's Office of

28 Academic Affairs. The FARE form will report faculty activity on the basis of credit hours.

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30 As the official record, the University uses these reports in a number of different ways. The

31 University submits this data to the State as documentation of faculty productivity in the

32 areas of teaching, research, and service. Additionally, the FARE Form also serves as record

33 of faculty effort devoted to externally funded contracts and grants. Each FARE Form must

34 be signed by the faculty member and the Provost or designee and shall be maintained in

35 the Office of Academic Affairs in the faculty members' official personnel files.

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37 FARE Forms shall be prepared and completed by Academic Affairs no later than two (2)

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1 weeks after the start of each semester. If a faculty member's teaching or other load
2 assignment changes during the academic semester, an updated FARE form will be
3 generated.
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