

FLORIDA GULF COAST UNIVERSITY

FACULTY ACTIVITY REPORT

BACKGROUND

The FGCU Faculty Activity Report (FAR) was developed in order to comply with the Standard Practice for the Instructional and Research Data File and 12 Hour Law. The memorandum tasks each university “To establish a standard procedure for preparing and presenting academic activity data for the Educational and General budget entity within the State University System.” The FAR is the instrument used to collect faculty activity data. To further clarify the purpose of the FAR, it is a data collection report and NOT an evaluation tool. FARs are maintained in the faculty members’ personnel files as required by the Chancellor’s Memorandum.

REQUIREMENT

FARs are required for each semester and Summer term. Nine-month faculty with Summer term duties must also submit a FAR for Summer. Adjuncts are not required to submit FARs. The adjunct contract also serves as the FAR. The original signed copy of each FAR is required to be submitted to the Office of the Vice President, Academic Affairs **no later than two weeks prior the end of an academic term** for retention on file, and to insure timely data entry to the Instruction and Research Data File.

DEFINITIONS

FTE – A full-time equivalent teaching faculty member. 1.0 FTE is full-time employment.

“12 Hour Law” – Each full time equivalent teaching faculty member paid wholly from state funds shall teach a **minimum** of 12 classroom contact hours per week. However, any faculty member assigned by his or her department chairperson, 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 assigned duties bear to 12 classroom contact hours per week. A minimum of 12 assigned contact hours will equal 1.0 FTE.

Contact Hour – A standard one-hour (at least 50 minutes) classroom period. Usually, one contact hour is equal to 3-3 ½ hours in a workweek (one hour in the classroom and two hours preparation/student contact). Thus, four three-hour courses equal 12 contact hours which also equals 1.0 FTE. Contact hours will only be used in the classroom Instruction activity category. Contact hours are the number of hours a section meets per week. For sections that are taught by more than one individual, the contact hours are multiplied by the portion of the section workload assigned to each person to determine his/her share of contact hours for the section.

Contact Hour Equivalencies – Formulas designed to equate contact hours with other than classroom activities. Non credit generating academic activities must be converted to their defined equivalencies and reported in terms of contact hours. Contact Hour Equivalencies have been established for all activities other than classroom instruction.

Designated Effort – The percentage of 1.0 FTE (0% to 100%) allocated to a given academic activity.

Maximum Calculated Effort – The product of the contact hours assigned an academic activity multiplied by .08333. When converted to a percentage, it becomes the Designated Effort.

Total Effort – The sum of the Designated Efforts for all academic activities. 100% will equal 1.0 FTE.

GUIDELINES

The numbers of contact hours assigned a faculty member each term are negotiable between the chairperson and the member so long as a minimum of 12 are assigned, and the assignment is consistent with the terms of the Collective Bargaining Agreement. Both parties should agree to the amount of contact hours that constitute a full workweek before additional work would constitute an overload. The 12 contact hours constitute the **minimum** assignment for full-time employment; assignments of between 13-15 contact hours should only rarely be considered as overload. Of course, the nature of the course being taught, class size, complexity of material, level of instruction, and difficulty of non classroom assignments must all be factored into determining appropriate workload. Both the chairperson and the faculty member must be guided by their professional commitment to the mission of the University as well as a sense of fairness each owes to the other.

INSTRUCTIONS FOR COMPLETING A FAR

Personal Data

Name – Required

Rank – Verified to insure promotions are recorded on all appropriate documents.

SSN – Required. All data is reported by Social Security number.

Term – Report term (Fall, Spring, Summer) and year.

College – Report either college or school

Instructional Unit – Report academic specialty (physics, finance, nursing, counseling, etc.). All activity is reported against an academic specialty code so completion of this block is most important to insure credit is given to the proper academic specialty.

Office Hours – Required. State and internal audits require this information.

Credit Generating Faculty Duties

Classroom Instruction – Report each course by CRN and course number. Use one line for each course or section being taught. Enter the contact hours claimed under Total Contact Hours or Equivalency. Differences between course credit hours and contact hours claimed such as team teaching or more contact hours for this course than credit hours must be explained in the Comments section.

Instructional Contact Hour Modifier – This line is only used to report additional contact hours assigned to a course listed under Classroom Instruction. This line will be used to assign additional contact hours “to instructional activities which involve unusual and significant requirements for preparation/conduct of classes/course sections reported on the Instructional Activity file. A description of the unusual and significant requirements will be included in the person’s activity report. Contact Hour Equivalencies will not ordinarily exceed the contact hours for the course section and should be used when an assignment requires the teaching of large sections.” Justification must be included in the Comments section of the FAR.

Thesis/Dissertation Supervision – Enter the thesis course number on this line. The chairperson of the supervisory committee may report one contact hour for each student he or she supervises. All other committee members may usually report 1/3 contact hours per student supervised. Justification for higher rates must be documented in the Comments Section. Record the amount of contact hours reported under Total Contact Hours or Equivalency.

Directed Individual Study – Enter the individual study course number on this line. A **maximum** of 0.5 contact hours may be reported for each student enrolled for credit. Record the amount of contacted hours reported under Total Contact Hours or Equivalency.

Supervision of Student Interns – Enter the intern course number on this line. A **maximum** of 0.8 contact hours may be reported for each intern supervised for credit. Record the amount of contact hours reported under Total Contact Hours or Equivalency.

Supervised Teaching/Research – Enter the teaching/research course number on this line. A **maximum** of 0.5 contact hours may be reported for each graduate student enrolled for credit. Record the amount of contact hours reported under Total Contact Hours or Equivalency.

Graduate Laboratory Assistants – For graduate assistants. Currently not applicable at FGCU.

Non Credit Generating Faculty Duties

Graduate Assistant Course Graders – For graduate assistants. Currently not applicable at FGCU, and not included on the FAR.

Instructional Effort/Secondary Site Travel – Contact hour equivalencies in addition to contact hours may be assigned for travel to a secondary instructional site which requires a round trip travel time of at least two hours per course meeting. Contact hour equivalencies normally will not exceed the contact hours for the course section. Record the course number on this line, the contact hour equivalencies under Total Contact Hours or Equivalency, and provide an explanation in the Comments section.

Other Instructional Effort-Non-Credit – This section “may include the development of new approaches, improvement/revisions of materials for credit courses, participation in the planning, development, and/or evaluation of total curricula, program services, preparing planning programs and for summer FTE reconciliation of the 12-Hour Law/UFF contract. A **maximum** of one contact hour may be assigned per three and one third (3.3) clock hours per workweek of activity.” Record the contact hour equivalencies under Total Contact Hours or Equivalency and provide an explanation in the Comments section.

Supervision of Cooperative Education - Contact hour equivalencies have been established for this activity. A **maximum** of 0.8 contact hours may be reported for each cooperative student supervised. Record the amount of contact hours reported under Total Contact Hours or Equivalency and provide an explanation in the Comments section.

Clinical Instruction – For medical schools only. Not applicable to FGCU, and not included on the FAR.

Research – Contact hours are calculated by first determining the percent of designated effort allocated for research. For example, if 25% of the semester’s effort will be devoted to research, then divide the decimal fraction (.25) by .08333 to arrive at the number of contact hours. In this case, the result is three contact hours that would be reported as research. Report the number of contact hours under Total Contact Hours or Equivalency, and provide an explanation of the activity in the Comments section.

Sponsored Research – Contact hours are calculated in the same manner as for other research. However, in addition to an explanation of the research in the Comments section, the FGCU budgetary account number must also be included.

Public Service – Public service extends the professional and/or discipline related services to the community, the state, or the nation. This includes service in professional or academic organizations. The primary intent is to provide professional and or discipline

related services, other than instruction, that are beneficial to groups, organizations, or individuals. **“Public service shall not generate remuneration from third parties.”** Activities that do not meet all these criteria do not qualify for public service. Contact hours are calculated by first determining the percent of designated effort allocated for public service. For example, if 10% of the semester’s effort will be devoted to public service, then divide the decimal fraction (.10) by .08333 to arrive at the number of contact hours. In this case, the result is 1.20 contact hours that would be reported as public service. Report the number of contact hours under Total Contact Hours or Equivalency, and provide an explanation of the activity in the Comments section.

State Mandated Service K-12 (Public Schools) – This section includes public service activities required by rule or statute to be performed by state universities. This category is to be used for reporting education service effort of faculty and other professional employees involved in the public service activities in the K-12 system that have been assigned by the unit administrator. Activities that do not meet this criteria should be reported under Public Service. Contact hours are calculated by first determining the percent of designated effort allocated for public service. For example, if 10% of the semester’s effort will be devoted to public service, then divide the decimal fraction (.10) by .08333 to arrive at the number of contact hours. In this case, the result is 1.20 contact hours that would be reported as public service. Report the number of contact hours under Total Contact Hours or Equivalency, and provide an explanation of the activity in the Comments section.

Academic Advising – Academic Advising is defined as “Formal counseling with students on academic course or program selection, scheduling, and career counseling. Academic advising assignments shall include such indicators as number of students formally advised by the individual, hours specifically designated for advising purposes, and other appropriate indicators of advising activity.” To calculate contact hours, first divide the number of hours designated per week for academic advising by 40. This decimal fraction will be the designated effort. To arrive at the contact hours, divide that number by .08333. For example, four hours of scheduled academic advising divided by 40 equals .10, or 10% of the designated effort in a workweek. Dividing .10 by .08333 equals 1.2 contact hours. . Report the number of contact hours under Total Contact Hours or Equivalency, and provide an explanation of the activity in the Comments section.

Academic Administration – Academic administration is defined as “Supervisory, management, or staff activities related to the administration of a department, college, university or the SUS. This activity provides administrative support and management direction to the institutional, research, and public service programs. Assignments customarily and regularly require the incumbent to exercise discretion and independent judgement and to direct the work of others. Effort in this area shall show the administrative duties that were assigned to the individual.” Very few in-unit faculty members should be reporting activity in this category. Contact hour equivalencies have not been established for this activity. Contact hours are calculated by first determining the percent of designated effort allocated for academic administration. For example, if 25% of the semester’s effort will be devoted to academic administration, then divide the

decimal fraction (.25) by .08333 to arrive at the number of contact hours. In this case, the result is three contact hours that would be reported as academic administration. Report the number of contact hours under Total Contact Hours or Equivalency, and provide an explanation of the activity in the Comments section.

University Governance – University Governance is defined as “Activities that provide advisory support to the general governance of the unit or the institution. It includes participation in the general governance of the department or institution in accordance with the constitution of the institution, and is limited to participation in the legislative process of the unit or institution and service on committees associated with these legislative processes. It includes special assignments such as consultation service to university offices and units. Contact hour equivalencies have not been established for this activity. Contact hours are calculated by first determining the percent of designated effort allocated for university governance. For example, if 10% of the semester’s effort will be devoted to university governance, then divide the decimal fraction (.10) by .08333 to arrive at the number of contact hours. In this case, the result is 1.20 contact hours that would be reported as university governance. Report the number of contact hours under Total Contact Hours or Equivalency, and provide an explanation of the activity in the Comments section.

Paid Leave of Absence – This activity is defined as “An authorized, compensated leave of absence granted to an employee by the university. This includes sabbaticals, professional development leave and disability leave.” Contact hour equivalencies have not been established for this activity. Contact hours are calculated by first determining the percent of designated effort allocated for the leave of absence. For example, if 25% of the semester’s effort will be a leave of absence, then divide the decimal fraction (.25) by .08333 to arrive at the number of contact hours. In this case, the result is three contact hours that would be reported as a leave of absence. Report the number of contact hours under Total Contact Hours or Equivalency, and provide an explanation of the activity in the Comments section.

Release Time – This is a reduction in an employee’s course load or hours of work for purposes of carrying out union activities in employee representation and contract administration. The number of contact hours is set by collective bargaining agreement. The CM does not allow release time to be granted for other than union activities.

Total of Credit & Non Credit Activity – Add the numbers together for Total Credit Generating Activity and Total Non Credit Activity and report on this line. The total must be 12 credit hours or greater to equal 1.0 FTE.

Percent of Designated Effort – This column is optional, but is useful in calculating contact hours as illustrated above.

Signatures

Signatures are required from the faculty member and supervisor as proof of agreement on the activities being reported. Although optional, deans and school directors are encouraged to review the FAR's to insure there is consistency in assignment and workload within their academic units.

Submission

Upon completion and review, signed copies of the FARs are submitted to the Office of the Vice President, Academic Affairs where the data are entered into the Instruction and Research Data file. The FARs are then filed in the faculty members' official personnel files.