

FLORIDA GULF COAST UNIVERSITY FACULTY ASSIGNMENT FORM

In accordance with the Collective Bargaining Agreement between the Board of Regents and the United Faculty of Florida "Employees shall be apprised in writing, at the beginning of their employment and at the beginning of each year of employment thereafter, of the duties assigned in teaching, research, and other creative activities, public service, and any other specific duties assigned for the year." This form shall serve as that notification.

NAME: _____ **ACADEMIC YEAR** _____

FALL SEMESTER

Course: 1. _____ 2. _____
3. _____ 4. _____ Percentage of Work Effort: _____
5. _____ 6. _____

Non-Instructional Activities and Percentage of Work Effort

Other Instructional Effort: _____ % _____
Supervision of Cooperative Education: _____ % _____
Research: _____ % _____
Sponsored Research: Account # _____ % _____
Public Service: _____ % _____
Academic Advising: _____ % _____
Academic Administration: _____ % _____
University Governance: _____ % _____
Leave of Absence With Pay: _____ % _____
Release Time: _____ % _____

Total Percentage of Instructional and Non-Instructional Assignment % _____

SPRING SEMESTER

Course: 1. _____ 2. _____
3. _____ 4. _____ Percentage of Work Effort: _____
5. _____ 6. _____

Non-Instructional Activities and Percentage of Work Effort

Other Instructional Effort: _____ % _____
Supervision of Cooperative Education: _____ % _____
Research: _____ % _____
Public Service: _____ % _____
Academic Advising: _____ % _____
Academic Administration: _____ % _____
University Governance: _____ % _____
Leave of Absence With Pay: _____ % _____
Release Time: _____ % _____

Total Percentage of Instructional and Non-Instructional Assignment % _____

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SUMMER TERMS (Completion is optional for 9 month faculty)

Course: 1. _____ 2. _____
3. _____ 4. _____ Percentage of Work Effort: _____

Non-Instructional Activities and Percentage of Work Effort

Other Instructional Effort: _____ % _____
Supervision of Cooperative Education: _____ % _____
Research: _____ % _____
Public Service: _____ % _____
Academic Advising: _____ % _____
Academic Administration: _____ % _____
University Governance: _____ % _____
Leave of Absence With Pay: _____ % _____
Release Time: _____ % _____

Total Percentage of Instructional and Non-Instructional Assignment % _____

The above assignments are tentative and have been communicated to the faculty member prior to this written notice. The employee's supervisor will be free to modify these percentages during any term if the needs of the academic unit change. If the assignments are changed by 5% or more, this form will be modified, initialed and a copy will be given to the faculty member. Copies will be maintained by the supervisor and the faculty member as a guide for completion of the Faculty Activity Report submitted at the end of each semester/term.

Supervisor

Date

Faculty Member

Date

Review by Dean/Director

Date