

## College of Nursing and Health Sciences

### Differentiated Faculty Assignment Policy – In Revision

#### I. FLORIDA STATUTE - REQUIRED NUMBER OF CLASSROOM TEACHING HOURS FOR UNIVERSITY FACULTY MEMBERS

Florida Statute 240.243, states that “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.... 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....”

#### II. GUIDING PRINCIPLES

The purpose of a differentiated faculty assignment is to provide flexibility in assignment, allowing for shifts in the emphasis placed on teaching, research, and service/advising, throughout the faculty member’s career. Within the context of the program needs and faculty collegiality, assignments are developed with individual faculty participation. The outcome of the process should be an assignment for teaching, research, and service/advising for a specified time period. This should be developed at least annually within the context of:

1. a faculty member’s skills and interests
2. the faculty member’s rank
3. the profession’s direction
4. program accreditation requirements
5. research priorities/funding
6. the strengths and limitations of the department/school faculty
7. the department/school mission and curriculum
8. College and University strategic directions

Teaching and research are important to our educational mission and both are highly valued. Teaching and research should be integral parts of each faculty member’s assignment. Ideally, there is an interaction between teaching and research, each enhancing and complementing the other. Academic advisement of students is a necessary and essential part of every faculty member’s role. Service, primarily to the University as well as service to the professional and external communities are valued faculty functions and are ideally related to the goals and mission of the unit/college/university. Service is fundamental for faculty governance and institutional development.

It is expected that each academic unit in the College of Health and Urban Affairs will be governed by this policy. Accordingly, all tenured and tenure-earning faculty members are expected to have some teaching, research, service, and advisement components to their annual assignments. These should be mutually developed and comply with the BOR/UFF Collective Bargaining Agreement. The Director will mail final assignment letters to each faculty member no later than the end of June.

In determining annual faculty assignments each semester, the following guidelines are used:

1. Each Faculty member will submit a written set of teaching, research and service/advising goals to the Director of the School. This will include any requests and justification for release from the standard teaching load.
2. Reduction in teaching loads will be granted where appropriate provided the programmatic teaching schedule can adapt to such change. The teaching needs of a faculty member's program must take precedence over release time for research or professional development.
3. Faculty members who wish to work on funded research projects in lieu of teaching may request the opportunity to "buy-out" of courses. While such requests will often be granted, the instructional needs of individual programs must be considered and will take precedence over the granting of research releases. The procedures for requesting buy-outs follow:
  - a. requests for buy-outs must be made in writing to the School Director during the budget planning process and well prior to seeking internal clearance for the project. At the time the internal clearance form is submitted the budget will again be checked to ensure proper budgeting of the buy-out.
  - b. buy-outs will normally be charged at 12.5% of the faculty members base salary (plus fringe benefits) per course. Because the funding agency is purchasing the faculty member's time from the University, it should be included in the contract budget at the full rate. The School Director may agree to a lesser rate for buy-outs provided there is sufficient justification. For example, the funding agency limits faculty time, this is a seed grant with substantial potential for further funding, there are many students or fellowships in the contract, there is a significant administrative load which can not be funded, etc.
4. A limited number of course releases will be available in any given semester for non-sponsored research assignments. The maximum number of course releases available in each School shall not exceed ten percent of the total number of courses which would be generated if all tenured and tenure-earning faculty taught a six-course load (1 course = 3 contact hours or equivalent). Tenure-earning faculty will be excluded from this calculation until their fourth year.
5. The faculty of each School will establish written criteria for granting of course releases for non-sponsored research or professional development.
6. A faculty member who Chairs a master's thesis committee for a student registered for three credits will be assigned 1-2% effort during the semester in which the student is registered. Credit will be awarded for a maximum of two semesters for each student registered. For each ten thesis committees a faculty member has chaired, (s)he will receive one course release in the semester following the tenth completion. The Director will make the appropriate assignment for faculty Chairing doctoral dissertations. For each thesis or dissertation student, the Chair of the

committee will develop goals and objectives with the student related to the research project, in addition to a time table for completion.

### **III. DIFFERENTIATED FACULTY ASSIGNMENT POLICY**

#### **A. Tenure-earning Faculty**

Generally, the annual assignment for tenure-earning faculty will be:

1. teaching two three-credit\* courses per semester for three years with no overload teaching. No more than one course "buy-out" per academic year (Fall and Spring) with sponsored research is permitted to encourage a foundation for teaching and research. In the fourth year of appointment tenure-earning faculty teaching assignments will follow the same criteria as tenured faculty. Faculty who are hired with three or more years credit toward tenure or those who are hired at a rank above that of Assistant Professor will follow the same criteria as tenured faculty for the teaching assignment.
2. research/scholarly activity with evidence of both sponsored and non-sponsored research activity as appropriate;
3. departmental and/or professional advising including five hours per week in the office;
4. and department/College/university/professional service.

*\* In programs which have one and two credit courses or the equivalent in contact hours, an equivalent load should be established after consultation with the faculty, director and dean.*

#### **B. Tenured Faculty**

Generally, the annual assignment for tenured faculty will be:

1. teaching six three-credit\* courses over two semesters, but could range from 4/4 to 1/1 (in exceptional circumstances less than 1/1 may be assigned with the Dean's approval) dependent upon such things as sponsored research buy-outs; level/size/type of courses in teaching assignment; and/or individual development; in a class of 80-100 students, if a written assignment (essay exams, term papers, etc), a faculty member may be eligible for either 1-2 teaching assistants or credit for an additional course;
2. research/scholarly activity to maintain updated knowledge in one's discipline for use in teaching; higher percentage will be based on sponsored research and research productivity;
3. departmental and/or professional advising including five hours per week in the office;
4. and service at the department, College, university, and/or professional service.

*\* In programs which have one and two credit courses or the equivalent in contact hours, an equivalent load should be established after consultation with the faculty, director and dean.*

#### **C. Non-Tenure-Earning and/or Clinical Faculty**

Generally, the annual assignment for non-tenure-earning and/or clinical faculty will be:

1. teaching eight three-credit\* courses over two semesters with one FIU overload teaching permitted;
2. applied clinical and professional activity;
3. departmental and/or professional advising including five hours per week in the office;
4. and service at the departmental, college, university, and/or professional levels, including the university's clinical affiliations.

*\*In programs which have one and two credit courses or the equivalent in contact hours, an equivalent load should be established after consideration with the faculty, director and dean.*

#### **IV. EVALUATION**

In compliance with the BOR/UFF Collective Bargaining Agreement, an annual written evaluation and written appraisal toward tenure for tenure-earning faculty, both containing specific assessment criteria, will be developed for each faculty member and will be provided to the faculty member within 30 days after the end of the academic term in which it is developed.

The evaluation will be based on the faculty member's assignment and will place emphasis on the quality of teaching and research, not only productivity.