Florida Gulf Coast University
Faculty Activity Reporting

Background

Faculty Activity Reporting (FAR) is a legislatively state mandated process to report faculty effort within educational, research, service, and other categories. The FGCU FAR was developed in order to comply with the Standard Practice for the Institution 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 with the State University System”. The FAR is the instrument used to collect faculty activity data. To 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 file as required by the Chancellor’s Memorandum.

Requirement

FARS are required by all faculty for each semester including Summer term. Adjuncts and GA’s are not required to submit FARS. The adjunct contract serves as the FAR. The original signed copy of each FAR is required to be submitted to the Vice President, Academic Affairs no later than two weeks after the end of the term for retention on file and to insure timely state entry to the Instruction and Research Data File.

Definition

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 administration, 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 appear only in the Instructional Related 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 Equivalency – Formulas designed to equate contact hours with other than classroom activities. Non Instructional Related Activity 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.

FTE % of Effort – The percentage of effort allocated to a given academic activity.

Guidelines

The numbers of contact hours assigned a faculty member each term are negotiable between the chairperson and the faculty member so long as a minimum of 12 hours 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 work week before additional work would constitute an overload. The 12 contact hours constitute the minimum assignment for full-time employment; assignments. Only in the event of an overload will assignments exceed 12 contact hours.

A) FALL and SPRING

- Full Time = 1.0 FTE = 100% Effort = the 40 hour work week = 40 clock hours = 12 contact hours
- 12 contact hours is the minimum for 100% effort then each contact hour can be worth a maximum of 8.333%.
- 12 contact hours ~= 40 clock hours then each contact hour is approximately equal to 3.33 clock hours.

B) SUMMER C

- Full Time = 1.0 FTE = 100% Effort = the 40 hour work week = 40 clock hours = 8 contact hours
- 8 contact hours is the minimum for 100% effort then each contact hour can be worth a maximum of 12.5%.
- 8 contact hours ~= 40 clock hours then each contact hour is approximately equal to 5 clock hours.

C) SUMMER A or B

- Full Time = 1.0 FTE = 100% Effort = the 40 hour work week = 40 clock hours = 4 contact hours
- 4 contact hours is the minimum for 100% effort then each contact hour can be worth a maximum of 25%.
- 4 contact hours ~= 40 clock hours then each contact hour is approximately equal to 10 clock hours.
METHODOLOGIES USED IN THE ASSIGNMENT OF CONTACT HOUR AND CONTACT HOUR EQUIVALENCIES

INSTRUCTIONAL Course Activity

Classroom Instruction is computed using the definition of contact hours above. Classroom Instruction is the teaching of organized course sections (Courses with section types C,D,L,O,P and M).

Thesis and Dissertation Supervision are assigned Contact Hour Equivalencies at the maximum rate of one contact hour per student. Only the committee chair will ordinarily be given full credit. Thesis and Dissertation Supervision are courses with section types T and G.

Directed Individual Studies are assigned Contact Hour Equivalencies at the maximum rate of .5 contact hour per student. Directed Individual Study are courses with section type Z.

Supervision of Student Interns (Internships) are assigned Contact Hour Equivalencies at the maximum rate of .8 contact hour per student. Internships are courses with section type I.

Supervised Teaching/Research are assigned Contact Hour Equivalencies at the maximum rate of .5 contact hour per student. Supervised Teaching and Research are courses with section type S and R.

NON INSTRUCTIONAL RELATED ACTIVITY

(16) Supervision of Cooperative Education: Coordinating the placement of Cooperative Education students into supervised work experiences, evaluating student progress, and counseling and conducting seminars for Cooperative Education students. Board of Regents' rules allows a maximum of 0.8 contact hour equivalencies (52 clock hours) per student supervised." The effort for this category has a maximum rate 6.66% per student in the Fall and Spring. While still learning these individuals are not registered for coursework.

(25) Other Instructional Effort/Non-Credit Generating: Performance of instructional-related activities which are not reported on the Instructional Activity File. This includes the development of new delivery approaches, improvement/revision of materials for credit courses, participation in the planning, development and/or evaluation of total curricula program services, and preparing planning programs and for summer FTE reconciliation of 12-Hour LAW/UFF contract. A maximum of one (1) contact hour equivalency may be assigned per three and one-half (3.5) clock hours of activity. This is equivalent to multiplying the average clock hours per week over the entire semester by a maximum of 0.285.
Funded/Sponsored Research: If the person was paid correctly then this input should be based on the appointed FTE and payment of salary dollars, but if there were any expenditure transfers during the term that affect the funding source of the salary dollars and the reporting of grant effort, you will need to verify FTE with ORSP or Grant Administrator.

With most non-instructional activities you convert from clock hours to contact hours by dividing the clock hours by 3.333. Here is a list of those activities:

(21) Secondary Site Travel is a category for Faculty only and requires a round trip travel time of at least two hours. Site travel will generally not be assigned more contact hours than are associated with the course. This is a non-credit generating activity because it is NOT face-to-face contact with students.

(22) Departmental Research: All research and development activities that are separately budgeted and accounted for by the institution under an internal application of institutional funds. (Non-funded research)

(32) Public Service: Public service extends the professional and/or discipline related services of individuals to the community, the state, or the nation, and is provided at no charge to the recipient. This includes service in professional organizations and academic or professional student organizations. The primary intent is to provide professional and/or discipline-related services, other than instruction, that are beneficial to groups and individuals.

(35) State Mandated Service: 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 performance of public service activities in the K-12 system that have been assigned by the unit administrator.

(40) Academic Advising: Formal counseling with students on academic course or program selection, scheduling, and career counseling. Activity Reports should indicate the number of students formally advised by the faculty member, hours specifically designated for advising purposes, and other appropriate indicators of advising activity.

(46) Academic Administration: 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 instructional, research and public service programs. Assignments customarily and regularly require the incumbent to exercise discretion and independent judgment and include service on inter-institutional SUS committees. Effort in this activity shall show the administrative duties that were assigned to the individual.

(47) University Governance: Activities that provide advisory support to the general governance of the unit or institution. Includes participation in the general governance of
the department or institution in accordance with the direct the work of others. Constitution of the institution, limited to participation in the legislative processes of the unit or institution and service on committees associated with these legislative processes. Includes special assignments such as consultation service to the university offices and units.

(89) Leave of Absence With Pay An authorized, compensated leave of absence granted to an employee by the university. Includes sabbaticals, professional development leave, and disability leave.

(90) Release time: A reduction in an employee's course load (for instruction) or hours of work (for non-instruction) for purposes of carrying out union activities in employee representation and contract administration.