

**Florida A&M University**  
**ACADEMIC AFFAIRS**  
**Faculty Effort Reporting Guide**

**INTRODUCTION**

This document has been prepared to assist faculty in understanding and completing the Assignment of Responsibility (AOR) Form and the Faculty Responsibility/Activity Worksheet Form for faculty reporting.

**ASSIGNMENT OF RESPONSIBILITY (AOR)**

Assignment of Responsibility and the Assignment of Responsibility Record is used by the University in response to an agreement between the Florida A&M University and the United Faculty of Florida and is described, in part, Article 9.1 **Policy**, Article 9.2 **Consideration in Assignment** and Article 9.3 **Annual Assignment** .

**THE NEED FOR AOR MONITORING**

1. The Florida State Legislature requires that each full time instructional faculty member produce a **minimum** of 12 contact hours (1012.945). This means that if 100% effort is reported in the classroom teaching activities, at least 12 contact hours must be produced. **Florida A&M University abides by a 15 contact hour law.** Therefore if 100% effort is reported in the classroom teaching activities, at least 15 contact hours must be produced.
2. State University Accountability Process (1008.46) requires monitoring of performance in each major area of instruction, research and public service.
3. The federal government requires that direct personnel charges to contracts and grants be documented each semester (Office of Management and Budget (OMB) Circular A-21, Revised)
4. The federal government requires a time and effort report to document the facilities and administrative rate negotiated between the University and the government (OMB Circular A-21, Revised).

**RESPONSIBILITY AND DUTIES**

Each Academic Department or its equivalent will **ensure** that the appropriate documents required to delineate a faculty members annual assignment is established and recorded as outlined on the assignment of responsibility form. Subsequently, department officials will ensure that the required faculty responsibility/activity worksheet is completed and signed.

## **PROCEDURES**

Original AOR Forms and Faculty Responsibility/Activity Worksheet Forms for faculty reporting are **due** in the Office of the Provost and Vice President of Academic Affairs, **six weeks** in advance of each semester. Revised AOR Forms and Faculty Responsibility/Activity Worksheet Form for faculty reporting are **due two weeks** after the start of each semester.

### **Documentation will include but will not be limited to the following:**

1. A completed and signed AOR Form.
2. A completed and signed Faculty Responsibility/Activity Worksheet Form
3. Appropriate documentation of reported activity
4. A copy of the current year employment contracts (New Faculty)

The Office of the Provost and Vice President of Academic Affairs will collect and review all annual Original and Revised AOR Forms and Faculty Responsibility/Activity Worksheet Forms for faculty reporting. All documentation will be maintained in a location designated by the Provost.

In addition, information will be formatted for the Instructional and Research (I & R) Data File. The I & R Data File will be updated at the end of each academic term to include the individual faculty's actual activities for the term and reported annually to the Board of Governor's as transmitted by the Florida A&M University Board of Trustees.

### **Data collected will be used for four (4) general purposes.**

1. Review and management of personnel assignment
2. Develop requested budgets related to academic activities
3. Meet reporting and auditing requirement of Section 1012.945 Statues.
4. Provide semester data for annual I & R Data File submission, which is also used as input to the Annual Expenditure Analysis

## Calculating FTE

(For usage with the Assignment of Responsibility form)

Each faculty should be assigned a total of 15 hours per/week for the semester. The contact hours are converted to an FTE percentage. For a 1.0 FTE academic position, the FTE percentage should equal 100% for each term, excluding summer.

### Credit Generating Activities - Suggested Percentage Range (0% to 80%)

Classroom Instruction  
Directed Individual Studies

Thesis/Dissertation Supervision  
Supervision of Interns

In general undergraduate faculty may be assigned a minimum of four 3 credit (contact) hour course, or **80%**. The remaining +/- **20%** should reflect non-credit generating activities duties normally given to a faculty member. These duties could include but are not limited to research, public or university service and/or advising.

### Calculating Percent Effort by Contact Hour:

It is important to note that the effort percentages assume 40 hour work week.

**Undergraduate Courses.** To calculate the percent effort for a given course, one would have to divide the number of contact hours by 15 and multiply by 100%.

**Example:** A course with 3 contact hours would be 20% Effort ( $3/15 * 100\%$ )

**Graduate Courses.** To calculate the percent effort for a given course, one would have to divide the number of contact hours by 15 and multiply by **133%**.

**Example:** A course with 3 contact hours would be 27% Effort ( $3/15 * 133\%$ )

### FAMU Course Contact Hour Table

Course Contact Hours	Undergraduate Effort %	Graduate Effort %
1	6.66	8.87
2	13.33	17.74
3	20.00	26.61
4	26.64	35.48
5	33.33	44.35

**Non-Credit Generating Activities - Suggested Percentage Range (0% to 20%)**

- Academic Advisement
- Clinical Activity
- Leave of Absence with Pay
- Public/Institutional Service
- University Governance
- Research and other Sponsored Activities
- Academic Admin/Support Services
- Collective Bargain Release Time
- Other Instructional Effort
- Supervision of Coop. Education

Effort for Non Credit Generating activities is generally calculated by clock hour, except for advising which is calculated by advisees. Non-credit generating activities must be assigned by the appropriate academic official. Activities not assigned by the appropriate academic official, even if performed by the faculty member, may not count as faculty effort.

**Calculating Percentages by Advisees:**

For advising, to calculate the percent effort for, one would divide the number of advised students by 250 and multiply by 100%. For example

Example: *Advising 25 students would be 10% effort. (25/250 \* 100%)*

The table below gives the number of students for particular advising effort.

Students	Advising Effort %
1	0.40
10	4.00
25	10.00
50	20.00
75	30.00
125	50.00
250	100.00

**Calculating Percent Effort by Clock Hours:**

For all other activity, to calculate the percent effort for, one would divide the number of weekly hours by 40 and multiply by 100%. For example

An activity taking 10 weekly hours would be 25% effort.  $(10/40 * 100\%)$

The table below gives the weekly hours for committee/governance effort.

Weekly Hours	Effort %
1	2.50
5	12.50
10	25.00
20	50.00
30	75.00
40	100.00