

Faculty Annual Assignments

The University initiates the Faculty Assignment input period for each semester and notifies the faculty and administrators that the assignment period is open.

Faculty Review and Approval of Assignment

- Log into Interfolio via the “Sign in with Partner Institution” link for Florida Atlantic University. Go to My Tasks. Click the link for the Faculty Assignment.
- Both the faculty and the administrator will be able to view the assignments for the target semester at this point.
- The assignments are populated and should be modified by the unit administrator in coordination with the faculty member to accurately reflect the anticipated assignment activities for each semester.
- If the faculty enter new activities, they will be able to enter FTEs. They can also edit FTEs, however the final FTEs must be approved in consultation with the chair/director.
- Assignments are for in-load activities only. **No overload activities should be included in Faculty Assignments.**
- The total FTEs must be equivalent to the faculty contract. For full-time faculty the total FTEs must be 100%.
- Faculty and administrators should review the [Faculty Assignment Definitions](#) document for full descriptions of assignment categories.
- The preferred protocol in the College of Social Work and Criminal Justice is for the chair/director to convey the course sections they need the faculty to teach for the target semester. This coordination is best handled outside of the Interfolio system via e-mails or phone calls or in-person meetings. The chair can manage course coordination and other assignment details (research, service, and other assigned duties) in a way that works best for them and the faculty.

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- The Ongoing function in the Assignments and Activity Reports is intended for activities that will not change from one semester to the next. The information provided at the time of the Start Term will carry forward to the subsequent semester if Ongoing is selected for the End Term. If activity details are revised during a subsequent semester, the revision will retroactively modify the information in the prior semester. This may result in the unintended consequence of modifying the prior semester's total FTEs to less than or more than 100%.

The Faculty Assignments include activities organized under the following categories.

Proposed Teaching shows the course sections faculty are assigned to teach during the semester.

Proposed Instruction Related efforts can include a range of different activity types. An example of the activity within this subcategory would be participation in dissertation committees. Entries for each activity must include Start Term, End Term, Activity Type and Description. The image below shows the form that must be completed.

A Activity Input

Term*	Select Term ▼	Select Year ▼
Activity Category *	Select ▼	
Description *	<input type="text"/>	

B Activity Classifications

FTE (%)* ?	<input type="text"/>
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Proposed Research, Scholarship and Creative Activities includes two categories: (1) Creative Activity, Publication, Scholarship, or University-Department Funded Research and (2) Sponsored Research.

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To add a project, click the Add button and the form below will appear. Select the appropriate Activity Category and complete the description.

A Activity Input




Term*	Select Term ▼	Select Year ▼
Activity Category *	Creative Activity, Publication, Scholarship, or University-Department Funded Research ▼	
Description *	<input type="text"/>	

B Activity Classifications

FTE (%)* 	<input type="text"/>
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In “Faculty Assignments,” entries for all projects that fall within this subcategory can be input into a single field. **Entries for projects that fall within the Sponsored Research subcategory will need separate fields for each project.**

When faculty are looking at their assignment for the target semester, they will see a list of pre-populated projects for one of the two or both categories. Below is an example of one faculty member’s projects under the first category.

Activity Category	Description	Start Term	FTE (%)	Actions
Creative Activity, Publication, Scholarship, or University-Department Funded Research	1-How does the political instability of suppliers' countries impact a focal firm's performance? Coauthors: Jafar Namdar (MIT), Arash Azadegan (Rutgers University), Sachin Modi (University of Cincinnati); Journal: Production and Operations Management (AJG 4); Status: Major revision 2-Division of Labor in Online Skill-Based Volunteering Platforms. Coauthors: Mehdi Farahani (University of Houston); Target Journal: Manufacturing & Service Operations Management (AJG 3); Status: Working paper 3- An Adaptive Data-driven Framework for Cyber Disaster Management; Coauthors: Neshenko, Behara, Bou-Harb, Furht; Target Journal: AJG 3; Status: Working paper 4-Explainable AI Models for Predicting Nonprofit Failures. Target Journal: Production and Operations Management (AJG 4); Status: Working paper	Fall 2024	45.00	  

There are four projects listed. To add a new project, the faculty might consider using the edit function (i.e., click the pencil icon to the right). Alternatively, some faculty find it efficient to copy the contents in the description field, paste it into a Word document to edit, and then copy the edited information back into the description field.

The information for each project can be brief. In the example below, the following are included: (1) title of the project, (2) the status of the project, and (3) information about the target output such as a refereed journal or a conference paper or book chapter. The example provided includes co-authors as well, which is an option.

For projects that fall within the second category (Sponsored Research), including the title, the status, and the funding agency/project number would be reasonable.

Proposed Service activities in Faculty Assignments include the following categories:

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(1) Clinical, (2) Community, (3) Mandated, (4) Professional, (5) Public, and (6) University Committees. The University Committees category incorporates service provided at all levels of the institution including colleges and departments. The Professional category primarily includes service to the academy, such as work in support of discipline-specific journals and conferences. This also applies to OURI efforts. Community service extends professional and/or disciple-related work to agencies in the community, the state, and the nation. Clinical is primarily applicable to faculty in the Colleges of Medicine and Nursing. Mandated is only applicable to work specified by Florida Statute such as service related to the K-12 educational system in the state. **Note: At present, per the Dean, faculty may list ALL planned service activities under the umbrella category of University Committees. This *may* change in the future, but for now you need not have multiple rows of service activities when completing the annual assignments. This is different from the Activity Reports, which do require service activities be described in separate categories.**

In Faculty Assignments, there is only one form for all service activities, which is shown below.

A Activity Input

Term*	Select Term ▼	Select Year ▼
Activity Category *	University Committees ▼	
Description *	<input type="text"/>	

B Activity Classifications

FTE (%)* ?	<input type="text"/>
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Note that FTEs are required for each service category. Faculty should ensure that no matter what FTEs are entered for each category, the total FTEs for service in the Assignment are agreed upon by the faculty and the chair/director.

Proposed Other

- “Academic Administration,” applies mostly to faculty with administrative appointments such as Dean, Associate Dean, and School Director, or other formal appointments such as Undergraduate Program Coordinator.
- “Auxiliary Effort” includes activities paid for with auxiliary funds.
- “Leave of Absence with Pay,” includes any leave with pay authorized by the university.

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- “Release Time,” includes a reduction in course load for purposes strictly related to faculty governance or the United Faculty of Florida (most course releases do not fall into this category).

After the faculty member has completed their proposed activity input and the chair/director has reviewed and agreed to the input, the chair/director informs the faculty to click the Reviewed/Accepts button which moves the Faculty Assignment to the chair/director for their approval.

Updated: 7/1/2024