

DIFFERENTIAL ASSIGNMENT GUIDELINES FOR IN-UNIT FACULTY

The department/school chair/director shall be responsible for equitably determining the teaching load of every faculty member they supervise. The chair/director may designate a proxy to schedule classes. Faculty membership carries with it duties and responsibilities. These duties and responsibilities should be assigned in accordance with the published guidelines. Each department/school must have a Differential Assignment Policy (DAP) that is appropriate for their unit, consistent with guidelines of the college and university, and should be reviewed at least once every three years. Each unit's DAP must be approved by the Dean and the Provost, or their designees. The individual department/school DAP must provide details defining research and service expectations.

Teaching:

The teaching assignment each year depends on the level of scholarly, research and service activities of individual faculty members. The minimum and maximum teaching loads are between 0 and 8 courses (on a 3-credit per course basis) per year, respectively, with a further limit of 6 for tenured/tenure track faculty who are expected to conduct research. Each 3-credit course will normally count as between 11% and 12% of the overall assignment (nominally 11.25% for a nine-month faculty member, or 8.2% for a twelve-month faculty member). "Other Instructional Effort" that may reduce the teaching load must be defined by the individual units, and can include unusually high amounts of curriculum development, new course preparation design, supervising senior capstone projects, and supervising undergraduate students in research. Faculty with significant research assignments will teach fewer courses than the maximum. Each unit must develop guidelines that clearly state the level of research and service required, and how unusually high "Other Instructional Effort" is counted for each (3 credit-hour) course of reduced teaching load.

Scholarly Activity/Research:

All tenured and tenure-track faculty members shall conduct scholarly/research activities and are expected to have a minimum 23% research assignment. Faculty are expected to seek and obtain sufficient external funding to make scholarly and graduate student supervision activities largely self-supported. Faculty members with substantial research activities are expected to draw a portion of their base salaries from grants.

Faculty members are expected to publish results of their scholarly activities in refereed journals, and in proceedings of national and international conferences, books and book chapters, appropriate to FIU's stature as a Top-50 R1 research university. They are expected to supervise doctoral students and be successful in winning research grants and contracts.

Service Activity:

All faculty members, regardless of rank, will generally have an annual minimum 10% service assignment. A non-tenure track faculty member teaching a full 4-4 load who is participating in

funded research with a nominal percentage of the base salary drawn from grant (that is insufficient for a course buyout) may have part of their service assignment reduced below 10% to compensate for the percentage of funded research effort that must be reported. All faculty members shall be required to participate in departmental/school governance in one or more departmental/school committees, attend faculty meetings, participate in the departmental/school tenure and promotion review process as appropriate, and prepare and make available their course assessment materials for accreditation and program improvement purposes. Faculty members are encouraged and expected to participate in college and university governance, professional organizations, and so forth. For faculty members who are heavily involved in professional organizations (such as serving as editor-in-chief of a major journal or administration of professional societies), serving as graduate or undergraduate program director, serving as associate chair/director or director of a center, coordination of program assessment and accreditation, or other service above general department governance activities described above, teaching assignment may be reduced at the discretion of the chair/director.

Faculty members shall make efforts to reach expected goals for instructional, scholarly/research, and service activities. The department/school chair/director shall adjust faculty teaching assignments in accordance with individual faculty members' scholarly/research and service activities to assure a reasonably equitable distribution of responsibilities among the faculty.

Course Offering and Teaching Schedules:

The department/school chair/director, in consultation with the unit's undergraduate and graduate program directors, will annually develop a schedule of course offerings and teaching schedules according to requirements outlined in the CBA. While every effort will be made to accommodate individual preferences, the unit's first obligation is to offer the courses needed by students at times most likely to meet student needs. To ensure classroom availability, reasonable effort must be made to distribute course offerings throughout the day and week. To meet student needs, reasonable effort must be made to ensure that course offerings match student demand and that timing conflicts with other courses are minimized. A scheduled course that does not attract the minimum number of students will normally be cancelled in accordance with university timelines, and the faculty member scheduled to teach that course will be assigned to another course for that or a subsequent semester.