Archivum Faculty Information System (FIS) Assignments Faculty Instructions

Glossary:

Archivum USF IT's implementation of the Appian platform.

IT The Information Technology group, responsible for developing, improving, and maintaining FIS.

ODS The Office of Decision Support, reporting to the Office of the Provost, is the primary support resource for FIS and represents faculty and administration in the development of FIS in concert with IT.

P.A.N. Pre-Assignment narrative. The opportunity for Faculty to have input into their Assignment and desired courses before being entered. The use of P.A.N. in a unit is optional. If included, and the faculty member does not complete, the process may proceed.

Unit A department, school, or college operating as a distinct group within FIS with its own permissions groups.

Unit Head The Chair, Director, Dean, or another administrator responsible for the Unit (e.g. Department Chair).

College Dean is the Unit Head at the College level.

Unit Liaison The administrative specialist with knowledge of the system and processes that serves as the primary resource for Faculty in the Unit and main conduit to College and Office of Decision Support resources.

College Liaison is the Unit Liaison at the College level.

Recent changes:

- Courses from Banner will now be displayed even if there are no registered students.

Upcoming changes:

- Due to curricular consolidation, Spring 2022 courses are not yet in Banner so cannot be displayed.

For Help With:

- **Training**: Please self-register for the FIS course in CANVAS at the following link:
  https://usflearn.instructure.com/enroll/GGFXK4
- **Procedural Questions:** Faculty should reach out to their Unit FIS Liaisons and Chairs/Directors (or equivalent).
- **FIS Functional Questions:** Contact the Office of Decision Support FacultyHelp@usf.edu

GETTING STARTED

The Unit Head/Unit Liaison will initiate the process of Assignments. During the process, you will receive an e-mail message each time an action is required by you.

➢ To take action, log into Archivum at https://my.usf.edu, by selecting **Archivum** under **Business Systems**, then enter the **Faculty Portal.**

➢ From the Faculty Portal, click on **My Assignments**, then click on the eye next to your Assignment.
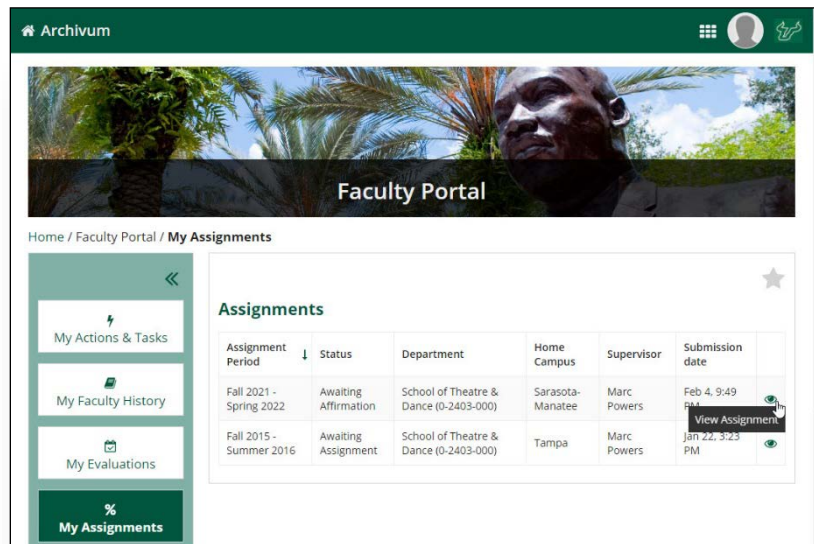
Pre-Assignment Narrative (P.A.N.).

➢ If your unit utilizes the P.A.N. process you will receive an e-mail notifying you that you can complete the P.A.N. based on the instructions your unit provides.

     o Courses currently scheduled in Banner for the terms selected for the assignment should be displayed on the screen.
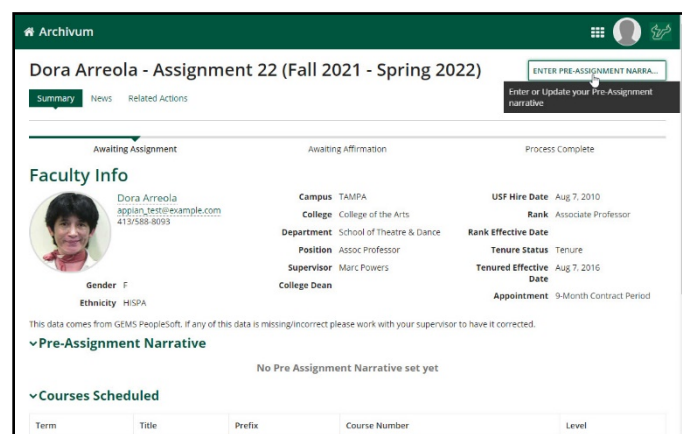
➢ The **Pre-Assignment Narrative text box** allows you to enter the information requested by your unit to assist the Unit Head with preparing your assignment.

➢ There is also a section that allows you to request **specific courses** be assigned to you in the future semesters. Requesting courses is optional.

➢ Once complete, **Submit** the PAN, and when prompted **Confirm** submission.

➢ **IMPORTANT NOTE:** If your unit utilizes the P.A.N. process, please follow any directions given to you for timely completion. **If not completed by the date requested, the Unit Director or Unit Liaison can enter the assignment without your input.** Please work with your Unit (i.e., Dept/School or other equivalent unit) for any questions about the P.A.N.
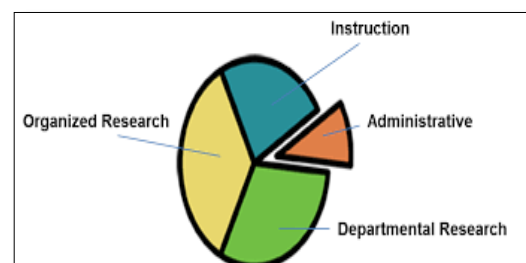
The Assignment

The Unit Head/Unit Liaison will be entering a percentage effort in each category of assignment.

➢ FIS Assignment allows for **percentage effort** to be provided for each term in the following high-level categories: (*1) Teaching (and Instruction); (2) Research; (3) Service; (4) Clinical Activities (typically only for use by MCOM); (5) Administration* and *(6) Other.*
Appendix A provides information about the type of activities that reflect each category.

➢ **Points to remember:**
  o An assignment is the "*realistic prediction*" of how your time will be spent.
  o At the end of the year, an "*accurate reflection*" of how a faculty member's time was *actually* spent in the 6 high-level categories is reported to the State via an effort certification process (see **Appendix B**).

➢ When you receive an e-mail notification that your Assignment is ready for you to review, you will see a screen such as the example below asking you to **Acknowledge receipt of Assignment** (button highlighted in red).

○ **Before you click** the Acknowledge Assignment button, **please review the courses you are currently assigned in the "Courses Scheduled" section.** highlighted by the purple box

■ *Note:* If updates have not been made in Banner, the courses you are anticipated to teach will not yet show in this view.

➢ Scroll down the page to see the **Percent Effort in each category for each term** as shown below. (Note that some units may decide to utilize Sub-Categories, which are described in **Appendix A**. If that happens the display will show effort in all sub-categories.)

˅Assignment

	Fall 2019	Spring 2020
Teaching	60	60
Research	35	30
Service	5	10
Admin	0	0
Clinical	0	0
Other	0	0
Total	100	100

➢ If your Assignment is accurate, click the **Acknowledge Assignment** button at the top right of the screen and select **Acknowledge Assignment, no consultation needed** under the **Acknowledgement** heading at the bottom left.

˅Acknowledgement

Acknowledge Assignment *

⦿ Acknowledge Receipt, no consultation needed

◯ Acknowledge Receipt, request consultation

➢ If you believe your Assignment is not accurate, reach out to your Unit Head and come to an agreement on what it should be. Click **Acknowledge Receipt, request consultation** under the **Acknowledgement** heading and enter in the comment text box the assignment changes agreed upon. The Assignment will be sent back to the Unit Head/Liaison for updating.

⌄Acknowledgement

Acknowledge Assignment *

◯ Acknowledge Receipt, no consultation needed

⦿ Acknowledge Receipt, request consultation

Comment *

Teaching/Research should be 45/45.

Kindly limit your characters to 4000, Entered: 34/4000.

➢ **Important Note: If consensus cannot be reached, please remember that the Unit Head has the ultimate authority for making assignments.**

➢ Remember to click **Submit** to finish this step in the process.

Acknowledgement

I am acknowledging receipt of my assignment and I am requesting a consultation with my supervisor.

NO	YES

➢ If you Acknowledged Receipt of your asssignment with requested consultation and communicated the changes agreed upon, you will see

Assignments

Assignment Period	↓	Status	Department	Home Campus	Supervisor	Submission date	
Fall 2021 - Spring 2022		Awaiting Update	School of Theatre & Dance (0-2403-000)	Tampa	Marc Powers	Feb 4, 9:49 PM	👁

the following, indicating that the Unit Head has been asked to review and provide an update, if any.

➢ Once the Unit Head has reviewed your request, you will receive another notification requesting that you **Acknowledge Receipt** of the assignment, with either an adjusted assignment or the same assignment (if the Unit Head determines that your change requests cannot be accommodated).

⌄Assignment Decision

Assignment Decision *

⦿ Affirm

◯ Decline

➢ Although currently a faculty member can request consultation multiple times in FIS, the Office of the Provost has asked that FIS Assignments be modified to allow the Unit Head/Liaison to complete the Assignment process without being Acknowledged if consensus cannot be reached. Further deliberation about Assignments should occur outside of FIS. The Unit Head will update Assignments if there are changes that result.

Appendix A

High-Level Categories of Assignment and Examples of Activities within Each Category

Category	Examples of Types of Activities
Teaching	• Credit-bearing organized sections • Credit-bearing laboratory course sections • Credit-bearing individual student instruction, including theses, dissertations, independent studies, directed research, supervision of clinical activity and internships. • Other Instructional effort, e.g., 　○ Development/improvement/revision of teaching methods 　○ Mentoring graduate teaching assistants. 　○ Secondary instructional site travel if over 2-hours per course meeting 　○ Program planning, development, evaluation, and oversight, such as that assigned to Program Directors. (*Effort for directing a program may be assigned to Teaching or to Service but may not count more than once*.) 　○ Participation on student committees when student not registered for individual credit-bearing course with faculty member. • Academic student advising • Travel to a secondary site if more than 2-hours away • Supervision of co-operative education
Research	• Conducting research • Developing creative works • Preparing articles, books, chapters for publication • Grant writing, development of contracts and proposals • Performing or exhibiting works • Presenting at professional meetings or conferences • Maybe externally funded or funded through the Department (Or equivalent unit)
Service	• Activities in support of professional, academic, student or community associations • Includes contributions to the department/school, unit, university, State, K-12 education, professional associations, discipline-related community organizations, and governmental boards, agencies, committees • Contributions can be on the local, state, regional, national, and international levels • Effort for department/school, college and university governance activities (e.g., Faculty Senate) should be recorded here[1]
Administration[2]	• Supervisory and management activities related to the administration of a department/school, college, or the university
Clinical	• Time spent instructing, supervising, and advising residents, interns or other post-doctoral trainees who are not formally registered students[3] • Paid Patient care[3] • Clinical Service[4]
Other	• Leave of Absence with Pay for Sabbaticals and Professional Development[5] • UFF activities

Appendix B
FIS Detailed Categories of Assignment
& Corresponding Workload Activity Categories in FAIR for Reporting

FIS Assignment Category	Workload Activity Categories
Teaching	
Undergraduate Organized Sections	Course Related - Course Title
Undergraduate Individual Instruction	Course Related - Course Title
Graduate Organized Sections	Course Related - Course Title
Graduate Individual Instruction	Course Related - Course Title
Other Instructional Effort	Instruction Related - Supervision of Co-op Instruction Related - Other Instructional Effort - Non Credit
Academic Advising	Instruction Related - Academic Advising
MCOM - Medical Student Instruction	Instruction Related - Course Title
MCOM - Housestaff Instruction	Clinical Instruction
MCOM - Health Professions Instruction (Non-Housestaff)	Clinical Instruction
Research	
Departmental Research	Non-Instruction Related - Departed Research/Creative Activity
Sponsored Research (Optional)	Sponsored Activities - List of individual contract, grant, or project
Creative Activity	Non-Instruction Related - Departed Research/Creative Activity
Service	
Professional & Public Service	Non-Instruction Related - Public Service Non-Instructed Related - State Mandated Service
University Governance	Non-Instruction Related - University Governance *(Note this is*
Administration	
Academic Administration	Non-Instruction Related - Academic Administration
Clinical	
Paid Patient Care	Non-Instruction Related - Paid Patient Care
Clinical Service - Non-reimbursable	Non-Instruction Related - Clinical Service
Other	
Leave of Absence with Pay/Professional Development	Non-Instruction Related - Leave of Absence with Pay
Release Time	Non-Instruction Related - Release Time