ADF/FAR

The AFD/FAR is an electronic module within the Faculty Academic Information Reporting (FAIR) system used to prepare semester assigned faculty duties and faculty activity reports. The left side of the form contains the AFD which is to be completed at the beginning of each semester. The right side of the form is the FAR which is to be completed at the end of the semester.

**AFD/FAR Assignment terms and definitions:**

**Course Related** - Courses assigned for each semester from the Banner Course Scheduling Module

**Instruction-Related Activities** - This column will contain the possible options for this category when you click the drop down box. If there is only a blank line and you want to add an activity, or if you want to add another row then you will want to click the plus sign on the right hand side.

- **Academic Advising** - Formal counseling with students on academic course or program selection, scheduling, and career counseling, academic advising assignments shall include such indicators as number of students formally advised by the faculty member, hours specifically designated for advising purposes, and other appropriate indicators of advising activity.

- **Other Instructional Effort** - Other Instructional Effort/Non-Credit Generating Performance of instructional-related activities that are not directly tied to specific credit courses. 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.
o **Supervision of Co-op Education** - Coordinating the placement of Cooperative Education students into supervised work experiences, evaluating student progress, and counseling and conducting seminars for Cooperative Education students.

### Non-Instruction Related Activities

- **Departmental Research** - Research and development ordinarily managed within academic departments. Such activities usually have stated goals or purposes and projected outcomes, and may be created for specific periods as allocation of institutional or system resources. A component of research and development is the eventual dissemination of research results.

- **Professional & Other Public Service** - Public service extends the professional and/or discipline related services of individuals to the community, the state, or the nation. 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. The public service assignments shall be in general terms in the individual's written assignment. The service must extend the professional and/or discipline-related services of the individual. The service must benefit groups, organizations or individuals. At the end of each semester, the Activity Reports shall list and explain specific activities toward fulfilling the assignments. Such public service shall not generate remuneration from third parties. Activities that do not meet all of these criteria do not qualify as public service.

- **State-Mandated Public Service** - Includes public service activities required by rule or statute to be performed by state universities. (This category is also 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.)

- **Auxiliary Effort** - All activities paid for in the auxiliary budget that are not specifically assigned to other categories. This category includes effort expended on the operation of residence halls, dining halls, hospitals and clinics, student unions, intercollegiate athletics, bookstores, faculty housing, chapels, theaters, public museums, and other similar auxiliary enterprises. Also included in this category is the effort of employees involved in revenue activities such as the Engineering charge-back centers. Effort for employees paid from state funds cannot be reported directly in this category; therefore, the efforts should be loaned to the auxiliary account assigned to the unit.

- **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.

- **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 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.

- **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.

- **Release Time (not evaluated)** - A reduction in an employee's course load (for instruction) or hours of work (for non-instruction) for the purpose of carrying out duties not associated directly with university activities.

**Sponsored Activities**

**Contracts, Grants or Projects** - Separately budgeted and accounted for research; all research activities that ARE SPONSORED by federal, state, local government and private organizations. Includes all approved grant, contract and industry supported research activities both basic and clinical in nature. Grant related duties include the preparation, planning, and conduct of research, as well as related data analysis, manuscript preparation, travel, and presentation of results. NOTE: The FTE % should be consistent with those required for Federal Effort Reporting. Requires benefiting account if account paid is different.
Resident Faculty

Annual Workload Assignments - (Timeline: May of each year)

DEAN:
- Prepare and provide annual assignments letters for the following academic year (Fall and Spring semesters) for each faculty.
- Place copies of the letters in academic/personnel file and I-synergy.

Semester Assigned Faculty Duties (AFD)/Faculty Activity Report (FAR)
- This includes Extra State Compensation AFD’s for Resident Faculty

AFD – Timeline: Fall, Spring and Summer semesters: Two weeks prior to classes beginning

FAIR Liaison
- Activate AFD/FAR in FAIR System. This combines the Banner course information with the GEMS personnel and payroll data during first week of classes in the FAIR system.
- Notify college office staff of availability in the FAIR system
- College office staff prepares AFD for Dean’s review

DEAN:
- Verify course assignments and make non-instructional assignment
- Request faculty to complete AFD

RF:
- Review and electronically sign AFD
- Request training if unfamiliar with AFD
- Arrange meeting with Dean if assignment needs clarification
- Notify Dean when AFD is complete

DEAN
- Review and electronically signs AFD
- Submit AFD to RVCASA for electronic signature

RVCASA
- Review and electronically sign AFD
- Notify Dean when completed

DEAN:
- Retain printed electronic copy of completed AFD form until the FAR portion is completed.
FAR – Timeline: Fall end of January; Spring end of May; Summer end of August -- This includes Extra State Compensation FAR’s for Resident Faculty

DEAN:
- Verify course assignments and make adjustments to AFD
- Request faculty to review and electronically complete the FAR.

RF:
- Review and electronically sign FAR
- Add supporting documentation and include activities not included in assigned duties.
- Request training if unfamiliar with FAR
- Arrange meeting with Dean if activity needs clarification
- Notify Dean when FAR is complete

DEAN
- Review and electronically sign FAR
- Submit FAR to RVCASA for electronic signature

RVCASA
- Review and electronically sign FAR
- Notify DEAN when completed

DEAN
- Scan completed AFD/FAR in I-Synergy
- Place a copy in faculty academic/personnel file.
- Complete checklist to verify AFD/FARs are complete for semester
  
  Attachment B

Part Time Faculty

AFD/FAR (Timeline: Fall, Spring and Summer – end of semester)

College office staff complete the AFD/FARs electronically each semester for part time faculty to include Adjuncts, Extra State Compensation (non USFSM faculty), Graduate Assistants and Teaching Assistants. The AFD/FARs are stored in the FAIR system and do not require any additional processing.
FTE and Hours

(Fall, Spring, and Summer regardless of the session in which the course is taught)

Resident Faculty

- Full Time 9 or 12 – month faculty (1.00 FTE) assignments are calculated based on minimum 12 contact hours (credit hours) for each semester. One credit is equal to 8.33% per credit hour. Example: 3 credit course * 8.33 = 25%. A total of 12 credit (or contact hours) = 1.00 FTE. (12 * 8.33 = 1.00 FTE). Note that this calculation may be adjusted based on the actual assignment.

Extra State Compensation

- Extra State Compensation - 8.33% per credit hour.
- For example 3 credit course * .0833 = .25 FTE.

Adjunct Faculty

- 3 hours of effort per week = 1 credit hour
- 3/40 hours per week = 0.075 or 7.5% for 1 credit hour
- 1.0 FTE or 100% = 13.33 credit hours
- For example 3 credit course * .075 = .225

Summer Salary Calculations for 9 month Faculty

Article 8.E.3. FTE assignment. Summer School FTE is computed at 0833 per credit hour for standard lecture, on-line and laboratory courses regardless of the session in which the course is taught.

Article 8.E.4a. Summer School Compensation. Compensation is computed at 12.5% of the faculty member’s nine (9) month salary per a 3 hour credit course, capped at the level of $4,167 per credit hour for each course taught (Example: A 1 hour credit course is capped at $4,167 while a 3 hour credit course is capped at $12,500).

Salary 9 month * .125 = 3 credit hour = Total for Course

Summer C -- $45,000 * .125 = $5,625/ 6.5 = $ 865.38
Summer A -- $45,000 * .125 = $5,625/ 3.2= $1,757.81
Summer B -- $45,000 * .125 = $5,625/ 3.3 = $1,704.55
.5 credit = $5,625/3 * .5 = $937.5
1 credits = $5,625/3 * 1 = $1,875
2 credits = $5,625/3 * 2 = $3,750
3 credits = $5,625/3 * 3 = $5,625
4 credits = $5,625/3 * 4 = $7,500
5 credits = $5,625/3 * 5 = $9,375
6 credits = $5,625/3 * 6 = $11,250
7 credits = $5,625/3 * 7 = $13,125
8 credits = $5,625/3 * 8 = $15,000
9 credits = $5,625/3 * 9 = $16,875
10 credits = $5,625/3 * 10 = $18,750
11 credits = $5,625/3 * 11 = $20,625
12 credits = $5,625/3 * 12 = $22,500

Calculation per credit hour

.125/3 = .041667

.041667 = 1 credit hour * Number of Credits = Total for Course
$45,000 * .041667 = $1,875.01 * 3 credits = $5,625.04 (Note slight rounding difference)