

CEE Differential Assignment Policy

(Proposal, 2019)

Preamble

On January 17, 2019, the UFF-FIU and FIU Administration directed "that units create a differentiated assignment policy" in alignment with the 2018-2021 Collective Bargaining Agreement (CBA). The policy should maintain the "spirit of the CBA" and allow for "faculty [to be] given an assignment that enables them to meet promotion guidelines that require certain teaching and advising experiences."¹ Subsequently, on February 28, 2019, the administration released the University Differential Assignment Procedures²² (referred to in this document as the FIU-UDAP) which outlined (1) guiding principles, (2) definitions and expectations, (3) differential assignments per track, and (4) model assignments. As a result, the CEE *Differential Research Assignment Policy Ad-hoc Committee* was convened in Fall 2019 to draft a proposal for differential assignment policy for CEE in general agreement with principles of the FIU-UDAP.

Differential Assignment Structure

Faculty assignments can be organized under four categories;

Service

The FIU-UDAP specifies that "all faculty (regardless of rank or track) will have an annual minimum 10% service assignment." Under no circumstances shall the service assignment fall below this level. Service shall cover the following activities:

(a) University Service,

Faculty services at university level can account for up to 7% and may include serving as a:

- Committee chair
- Committee member
- Faculty Senate

(b) College or Department Service

Services at college & department level can account for up to 7% and may include serving as:

- Committee chair
- Committee member
- Mentor to other faculty
- Faculty advisor to student organizations
- University or college commencement representative
- Center director
- New course preparation and design
- Undergraduate curriculum advising

¹ UFF-FIU Report of January 16, 2019, sent via email to the faculty on January 17, 2019 with subject "UFF Report - Happy New Year"

² FIU University Different Assignment Procedures, Effective February 28, 2019, 3pp.

- Curriculum development

It can also include:

- Attending faculty meetings
- Participating in prospective faculty recruitment and interviewing
- Participating in potential student recruitment and interviewing
- Organizing student activities
- Performing peer teaching evaluations
- Conducting accreditation activities (SACS, ABET, etc.)
- Other miscellaneous departmental service (e.g., strategic planning) as deemed relevant by the Chair

(c) Professional or External Service

Faculty services at professional societies can account for up to 7% and may include serving as a:

- Conference chair or co-chair
- Editor or co-editor of a Journal
- Technical program committee member
- Ad-hoc reviewer
- Proposal panelist
- Keynote or invited speaker
- Tenure or promotion file reviewer
- Board member of a professional society
- Community board member
- Other miscellaneous external service as deemed relevant by the Chair

Note: Total service assignment therefore may vary from 10% to up to 21%.

Teaching

Teaching load for faculty regardless of track is calculated according to matrix below;

Type of class	Percentage %	
Each 3-credit course	11.25	
Seminar	4	
1-credit lab section	6	
1-credit Career Orientation course	6	
FE Review Course	Coordinator	4
	Session instructor	1-3 per Chair discretion

Minimum teaching load is 1/1 (23%).

The default course load for faculty whose primary responsibility is teaching will be 8 (3-credit) courses a year (a 4/4 load).

Newly hired tenure-track Assistant Professors seeking grant funding may receive a reduced teaching load for up to three years. They may be assigned to teach two, three, and four courses in the 1st, 2nd, and 3rd year, respectively, or the unit's equivalent, if they remain research-active.

Tenured faculty whose primary focus is on teaching may be assigned three courses or more

per semester, or the unit's equivalent.

Research

Research faculty are expected to remain active in research and supervision of doctoral students. Research activities can include:

1. Publications and Patents
2. Principal Investigator or co-Principal Investigator status on grants
3. Supervising and graduating PhD students as major advisor
4. Supporting graduate students via external sources (to include, but not to be limited to grants, fellowships, etc.)
5. Submitting proposals for external funding
6. Research awards or fellowships (e.g., best paper awards, university or college research awards, professional awards, etc.)

Percentage assignment for research activities will be calculated at three levels according to the following matrix;

Research activities % levels	Activities
0 – 23	<ul style="list-style-type: none"> - Active engagement in research - Submitting research proposals - Submitting refereed papers to journals - Publishing refereed conference papers - Presenting at conferences - Serving as a PhD dissertation committee member - Serving as an MS thesis committee member - Conducting independent study courses - Serving as MS student advisor
24 – 45	<ul style="list-style-type: none"> - Serving as Major (or co-Major) Professor for PhD students (1-3) - Success in securing external funding or amount of expenditure (whichever higher) (\$100k to \$250k) * - Sponsored graduate students as RAs (1-3) - Publishing refereed papers in journals (1-3)
46 – 68	<ul style="list-style-type: none"> - Serving as Major (or co-Major) Professor for PhD students (>3) - Success in securing external funding or amount of expenditure (whichever higher) (> \$250k) - Sponsored graduate students as RAs (>3) - Publishing refereed papers in journals (>3)

* Co-PI share will be declared by the PI

Note: The values specified for each category is calculated as the average of the last 3 years. A faculty who achieves the maximum value in the specified range will receive the maximum rating, otherwise will be rated within the range.

Co-Major Professor will receive 1/2 the credit Major Professor receives.

Maximum percentage for research activities is 68%.

Faculty who are active in research that lead large grants and are directing centers that are consistently active in research, at the discretion of the Chair, can have their course load per academic year reduced further.

Additional activities to be considered by the Chair include;

- Supporting post-doctoral students
- Involvement in recruiting efforts
- Sponsoring and engaging undergraduate students in research
- Submitting proposals for external funding for multidisciplinary project(s) and center(s)
- Success in securing external funding for multidisciplinary project(s) and center(s)
- Patent application
- Serving as the major advisor for MS thesis and engineering project

Administrative

Administrative duties will be assigned percentages of up to 50% depending on the scope and at discretion of the Chair. Administrative duties include but not limited to serving as Chair, Associate Chair, Program Director, administrative duties at research centers, etc. Assignment of administrative percentage is as follows;

Role	Percentage %
Chair	50
Graduate Program Director	25
Undergraduate Program Director	25
Teaching Lab Coordinator	12.5
Center activities	0 – 12.5 as per Chair’s discretion
Other administrative duties	0 - 15 as per Chair’s discretion

Differential Assignments Matrix - Examples

1. **NON-ADMINISTRATIVE ASSIGNMENT EXAMPLES:** This is for a faculty member with no administrative assignment regardless of track.

Course Load	Teaching Assignment	Research Assignment	Service Assignment
4/4	90%	0%	10%
4/3	79%	11%	10%
3/3	68%	23%	10%
3/2	56%	34%	10%
2/2	45%	45%	10%
2/1	34%	56%	10%
1/1	23%	68%	10%

2. **ADMINISTRATIVE ASSIGNMENT EXAMPLES:** This is an example for a faculty member with an administrative assignment regardless of track. This allocation can be adjusted as needed to meet the needs of the position such as for Program Directors or Assistant Chairs.

Course Load	Teaching Assignment	Research Assignment	Service Assignment	Administrative Assignment (if applicable)
1/2	34%	45%	10%	11%
1/1	23%	17%	10%	50%
1/1	23%	37%	15%	25%
1/1	23%	42%	10%	25%
1/1	23%	52%	10%	15%
1/2	34%	46%	15%	5%

3. COURSE BUY-OUT OPTION

Faculty have the option to buy-out courses using external funds. Each course will be equivalent to 11.25% of salary. .