

FLORIDA INTERNATIONAL UNIVERSITY
2002 SUMMER ASSIGNMENT GUIDELINES

For the purposes of clarification, we restate our policies regarding summer assignments and salaries below. In some colleges and schools, past practice had led to an expectation of .5 FTE appointments for the first course assigned in the summer. This is, and has been, contrary to University policy for some years now. In the absence of a research and/or service assignment, there should be no expectation of .5 FTE appointments for teaching one course during the summer. To prevent any enrollment shortfall with respect to the BOR targets, we are again emphasizing the need to use our summer funding primarily for instructional purposes.

The following is intended to help you in complying with the BOR/UFF agreement and to give as much flexibility as possible within the limitations of the budget.

- 1) **As specified in Article 8.4(b) of the Contract, “Available supplemental appointments shall be offered equitably as appropriate to qualified employees, not later than five weeks prior to the beginning of the appointment, if practicable, in accordance with written criteria. The criteria shall be made available in each department/unit.”**

Please understand that your instructional needs should be the principal criteria used in determining the distribution of summer supplementary appointments.

- 2) Article 8.4 also specifies that the compensation for teaching a course during a supplemental [summer] appointment shall be approximately the same as the employee received for teaching the same course, or a course similar in length and content, during the academic year, regardless of the length of the supplementary appointment.

- a) Following our previous practices and assignment guidelines, the base percentage of effort for a semester course has been 20%. Additional unscheduled instructional activities such as course development, and other factors related to formal instruction such as travel time, number of preparations required, new preparations, etc., may be considered to increase the percentage of effort. Increments for these activities, if they are appropriate to a faculty member’s assignment, should be added at a rate not normally to exceed 4% per course. Please note that faculty advising for the students enrolled in one’s classes should be included in the base percentage of effort for that class.

Thus, no more than 72% of a tenured or tenure track faculty member’s time will normally be assigned to scheduled instruction and non-scheduled instructional activities during the academic year.

- b) Again, as specified in Article 8.4, the FTE for a supplemental [summer] assignment is to be determined by formula:

FTE for semester teaching assignment X 19.5

wks/13 wks + other FTE if assigned = **FTE for
summer C term**

Therefore, a course weighted at 20% during the academic year will be weighted at 20% X 19.5/13 = 30% of a summer FTE. This formula allows a regular three credit hour course ranging from 20% to 24%, to be 30%-36% during the summer. This will allow a faculty member to be assigned as many as three credit courses within one FTE during the summer. As you know, this has already been the norm for many of our faculty members.

3) As in the past, your salary rate authorizations are divided by mini-term.

Faculty members should be compensated during the term in which they have an

assignment. Those teaching C term courses should have a contract for C term

at the appropriate FTE as described above. Assignments that exceed 1.0 FTE

in a mini-term should also be considered C term assignments. For example, a

faculty member assigned two three-credit courses during a mini-term at .30 FTE

per course, should have a contract for .60 FTE during C term for that teaching

assignment. However, if a faculty is only teaching in B term, the faculty cannot be

“pre-paid” in A term for anticipated teaching in B.

4) In the rare instances when a faculty has approved in advance by the Dean. Also, faculty members who have a research chairperson/director a written research plan for the period of the appointment.

an E&G research assignment during a summer supplemental contract, it must be

assignment included in a summer appointment must give the

The completion of this plan should be part of the annual faculty evaluation.

5) Faculty members whose entire summer academic year assignment will not be eligible for travel expense reimbursement

assignment is at a different “principal place of employment” from their

and for meal allowances. For example, a faculty member who is assigned at

University Park during the academic year, but whose summer assignment is

diem reimbursements during the summer.

summers who expect to engage in outside activity, as prescribed in article 19 of the

Chairperson/Director and Dean prior to engaging in the activity.

solely at North Campus or Broward would not be entitled to travel or per

6) Faculty members who receive supplemental appointments during the

BOR/UFF agreement, must file the appropriate report in writing with their

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Summer FTE

- Regular Sem. FTE Teach. Assignment x 19.5/13 + Other FTE

- **Summer A or B FTE =**

FTE

(i.e. Regular Sem. FTE is

the Summer C FTE)

(Mini-term A or B FTE is double

Formula

- **Summer C FTE =**

(i.e. Regular Sem. FTE is multiplied by 1.5)

- Regular Sem. FTE Teach. Assignment x 19.5/6.5 + Other

multiplied by 3.0)

(Mini-term A or B FTE is double

the Summer C FTE)

Faculty Summer

Assignments:

(1) in Mini-Term A or B = 2 courses

a. Maximum Teaching Load

(2) in Regular C = 3 courses

Summer FTE Matrix

course	<u>SUM</u> <u>A</u>	6 0 - 72%	<u>SUM</u> <u>B</u>	<u>#</u> <u>of</u> 6 0 - 72%	<u>COU</u> <u>C</u>	<u>RSES</u> 3 0 - 36%	1 2 cours
es	1 2 0 - 144%	1 2 0 - 144%	6 0 - 72%	Optio	n 1: Conv	ert to C	i . e . FTE x
½	(cann o t	prepa y)	----- ---	Optio	n 2: 1.0 in	Term;	excess i n

other f o r	advisi ng	Optio n 3:	1.0 in Term;	excess a s	extra state	comp. OPS	3 cours
es			A=1.0 ;exces	s in B	A=1.0 ;	excess OPS	
N/A	B=1.0	;exces s in A	B=1.0	; excess	OPS	N/A	----- ---
		9 0 - 100%					