



University of Central Florida

In-Unit Faculty Assignment of Duties Form

NAME		RANK	
COLLEGE		DEPT.	
EMPLOYMENT PERIOD	Term (SU, FA, SP)	Year	

The following constitutes your assignment for the term indicated above. Your estimated percentage of total work time allotted to each section is assigned below. If the percent of time spent on activities is revised, a new assignment form needs to be completed by your chair or unit supervisor. Your overall activity total may not exceed 100%.

Split Assignments: Three columns are provided for entries in each activity category to assist with recording possible assignments to more than one department or unit. For convenience, these are termed the primary, secondary, and tertiary assignments. For most faculty, only one column will need to be completed, in which case the one (primary) chair or supervisor should sign the form. Where secondary and perhaps tertiary assignments occur, the other secondary and tertiary approvals and signatures should be included as well.

Annual Evaluation: Pursuant to Article 10 of the *UCF BOT-UFF Collective Bargaining Agreement (CBA)*, employees are to be evaluated annually. Effective May 2012, the period under evaluation shall be the academic year. The employee's performance of assigned activities falling under sections I, II, III, IV, & V below are subject to such evaluation. The employee's assignment(s) for the period under evaluation is (are) to be attached to the annual evaluation.

I. Instructional Activities	Primary	Secondary	Tertiary	Total

Instructional activity includes direct delivery activities (e.g., lectures, workshops, and seminars) as well as activities that support instruction such as class preparation, evaluation of student work, library faculty instruction, supervision of clinical practicums, and laboratory instruction. Work related to thesis and dissertation responsibilities, directed individual (i.e. independent) studies, experiential learning and intern/field placement & supervision are also included. Other duties may include graduate student teaching & research supervision, mentoring graduate teaching assistants, secondary instructional site travel if over 2 hours per course meeting, and development/improvement/revision of materials or teaching methods. Program planning, development, and evaluation and academic student advising may count as Instructional Activities (I), Service (III), or Other Assigned Duties (IV), but may not be counted in more than one section.

II. Research & Creative Activities	Primary	Secondary	Tertiary	Total
	C&G			
	E&G			

Research and Creative Activities include, but are not limited to: conducting research, developing creative works, preparing articles or books for publication, writing grant or contract proposals, performing or exhibiting works, and presenting at professional meetings or conferences essential to remaining current in one's field. **Please distinguish between percent of time assigned to contract and grant (C&G) activities and other assigned research and creative activities (i.e., activities supported by Educational and General, E&G, funds).**

III. Service	Primary	Secondary	Tertiary	Total

Service includes activities entered into with professional, academic, student, or community associations. Examples can include contributions to the department, unit, college, university, State, K-12 education, professional associations, community organizations, and governmental boards, agencies, and commissions. Contributions can be on the local, state, regional, national, and international levels. Effort for university governance activities (e.g., Faculty Senate) should also be recorded here.

IV. Other Assigned Duties	Primary	Secondary	Tertiary	Total

Other Assigned Duties, may include, but are not limited to, attending commencement ceremonies, advising, counseling, supervision of interns, academic administration or other position-specific activities that would be additional to or in place of regular duties (e.g., as described in the employee's position description or annual evaluation standards).



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	Primary	Secondary	Tertiary	Total
V. Leave of Absence with Pay				

Approved leaves with pay are primarily for sabbatical or professional development. Note: Employees' performance while on paid leave is to be included in the annual evaluation. If such leave cuts across two evaluation periods, activity performed during the leave should not be evaluated until the leave is completed. Where a report is required that summarizes the employee's accomplishments during such leave (e.g., sabbatical and professional development leave programs), the employee should submit the report within the time frame specified in the respective program's provisions.

	Primary	Secondary	Tertiary	Total
VI. Released Time for UFF Activities				

The only UFF activities that should be included in the employee's assignment are those activities for which released time is received, pursuant to Article 3 of the *UCF BOT-UFF Collective Bargaining Agreement (CBA)*. Although it is appropriate to include such activity in the employee's assignment, performance of such UFF activities are not subject to evaluation by UCF administration.

	Primary	Secondary	Tertiary	TOTAL
OVERALL ACTIVITIES Note: TOTAL must be \leq 1.00				

SIGNATURES:

EMPLOYEE: By signature below, I acknowledge that I have read and followed the *CBA* and university regulations related to employee assignments and evaluations. I may be assigned off-campus instruction as part of my regular academic assignment. I further acknowledge that instructional faculty are required to establish and post weekly "office" hours and to make myself available to meet with students during those posted times.

SUPERVISOR: By signature below, I acknowledge that I have read and followed the *CBA* and university regulations related to employee assignments and evaluations.

SIGNATURES: PRIMARY ASSIGNMENT			
Department Chair or Supervisor	Date	Faculty Acknowledgment	Date

SIGNATURES: SECONDARY ASSIGNMENT			
Department Chair or Supervisor	Date	Faculty Acknowledgment	Date

SIGNATURES: TERTIARY ASSIGNMENT			
Department Chair or Supervisor	Date	Faculty Acknowledgment	Date

Original: employee's file (Dean's Office)
Copy: employee, department/unit