

## FLORIDA GULF COAST UNIVERSITY FACULTY ASSIGNMENT FORM

In accordance with the Collective Bargaining Agreement between Florida Gulf Coast University and the FGCU Chapter - United Faculty of Florida "Employees shall be apprised in writing, at the beginning of their employment and at least six (6) weeks before the beginning of each term thereafter, of the duties assigned in teaching, research, and other creative activities, public service, and any other specific duties assigned for the year." This form shall serve as that notification.

NAME: \_\_\_\_\_

ACADEMIC YEAR \_\_\_\_\_

**FALL SEMESTER:**

| Instructional Assignment (Course Number/Course Title) | FTE % of effort |
|---|-----------------|
|   |                 |
|   |                 |
|   |                 |
|   |                 |
|   |                 |
|   |                 |
|   |                 |
|   |                 |

| Non- Instructional Assignment              | FTE % of effort |
|--|-----------------|
| (16) Supervision of Cooperative Education  |                 |
| (21) Secondary Travel                      |                 |
| (22) Department Research                   |                 |
| (22r) Sponsored Research                   |                 |
| (25) Other Instructional Effort-Non-Credit |                 |
| (32) Public Service                        |                 |
| (35) State Mandated Service (K-12 Schools) |                 |
| (40) Academic Advising                     |                 |
| (46) Academic Administration               |                 |
| (47) University Governance                 |                 |
| (89) Leave of Absence w/Pay                |                 |
| (90) Release time                          |                 |

Total Percentage of Instructional and Non-Instructional Assignment % \_\_\_\_\_

SPRING SEMESTER:

| Instructional Assignment (Course Number/Course Title) | FTE % of effort |
|---|-----------------|
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|   |                 |
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|   |                 |
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|   |                 |
|   |                 |
|   |                 |

| Non- Instructional Assignment              | FTE % of effort |
|--|-----------------|
| (16) Supervision of Cooperative Education  |                 |
| (21) Secondary Travel                      |                 |
| (22) Department Research                   |                 |
| (22r)Sponsored Research                    |                 |
| (25) Other Instructional Effort-Non-Credit |                 |
| (32) Public Service                        |                 |
| (35) State Mandated Service (K-12 Schools) |                 |
| (40) Academic Advising                     |                 |
| (46) Academic Administration               |                 |
| (47) University Governance                 |                 |
| (89) Leave of Absence w/Pay                |                 |
| (90) Release time                          |                 |

Total Percentage of Instructional and Non-Instructional Assignment % \_\_\_\_\_

SUMMER SEMESTER (12 month faculty/9 month supplement)

| Instructional Assignment (Course Number/Course Title) | FTE % of effort |
|---|-----------------|
|   |                 |
|   |                 |
|   |                 |
|   |                 |
|   |                 |
|   |                 |

| Non- Instructional Assignment              | FTE % of effort |
|--|-----------------|
| (16) Supervision of Cooperative Education  |                 |
| (21) Secondary Travel                      |                 |
| (22) Department Research                   |                 |
| (22r)Sponsored Research                    |                 |
| (25) Other Instructional Effort-Non-Credit |                 |
| (32) Public Service                        |                 |
| (35) State Mandated Service (K-12 Schools) |                 |
| (40) Academic Advising                     |                 |
| (46) Academic Administration               |                 |
| (47) University Governance                 |                 |
| (89) Leave of Absence w/Pay                |                 |
| (90) Release time                          |                 |

Total Percentage of Instructional and Non-Instructional Assignment % \_\_\_\_\_

The above assignments are tentative and have been communicated to the faculty member prior to this written notice. The employee’s supervisor will be free to modify these percentages during any term if the needs of the academic unit change. If the assignments are changed by 5% or more, this form will be modified, initialed and a copy will be given to the faculty member. Copies will be maintained by the supervisor and the faculty member as a guide for completion of the Faculty Activity Report submitted at the end of each semester/term.

I will make certain that all of my textbooks(s) and/or instructional material(s) for each of my assigned courses are ordered for each semester prior to the deadline set forth in the academic calendar.

In accordance with the Federal mandate, I will make certain that I complete an attendance verification activity in each of my courses each semester. I am aware that the activity must take place by the end of the first week of classes.

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Review by Dean/Director

\_\_\_\_\_  
Date