STATE UNIVERSITY SYSTEM OF FLORIDA
325 West Gaines Street Tallahassee, Florida 32399-1950

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To DR GARY Howard	From Elaine Lawrence	
Co./Dept.	Co.	
Phone # 6355	Phone # 3424	
Fax # 857-6331	Fax # 3253	

July 21, 1994

CHANCELLOR'S MEMORANDUM: CM-87-17.2

TO: Members, Council of Presidents

FROM: Charles B. Reed

SUBJECT: Standard Practice for I&R Data File and 12 Hour Law

The attached Standard Practice 00-0000-6-13-01 is amended to comply with the Accountability Legislation, Section 240.214, Florida Statutes. This standard practice contains the necessary instructions, definitions and formats for presentation by academic term of actual academic activities.

If you or your staff members have questions, please contact Dr. David Spence at 487-8024 (SUNCOM 277-8024).

CBR/dbc

Enclosure

cc: Members, Board of Regents Executive Staff
Members, Council for Administrative and Financial Affairs
University Budget Officers
University Data Administrators

SP: 00-0000-6-13-01

STATE UNIVERSITY SYSTEM OF FLORIDA

STANDARD PRACTICE

PROCEDURAL UNIT:	SYSTEMWIDE	00
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SECTION:	ACADEMIC ACTIVITY	13
SUBSECTION:	ACADEMIC ACTIVITY REPORTING	01

INTRODUCTION

OBJECTIVE & PURPOSE: To establish a standard practice for preparing and presenting academic activity data for the Educational and General budget entity within the State University System.

AUTHORITY: Section 240.243, Florida Statutes -- Required number of classroom teaching hours for university faculty members.
(1) As used in this section:
(a) "State funds" means those funds appropriated annually from the General Revenue Fund and Incidental Trust Fund for institutional and research functions and, in the case of a health center, those funds appropriated from the General Revenue Fund and Operations and Maintenance Trust Fund for the same purposes.
(b) "Classroom contact hour" means a regularly scheduled 1-hour period of classroom activity in a course of instruction which has been approved by the university.

(2) Each full-time equivalent teaching faculty member at a university who is paid wholly from state funds shall teach a minimum of 12 classroom contact hours per week at such university. However, any faculty member who is assigned by his departmental chairman or other appropriate university administrator professional responsibilities and duties in furtherance of the mission of the university shall teach a minimum number of classroom contact hours in proportion to 12 classroom hours per week as such especially assigned aforementioned duties and responsibilities bear to 12 classroom contact hours per week. Any full-time faculty member who is paid partly from state funds and partly from other funds or appropriations shall teach a minimum number of classroom contact hours in such proportion to 12 classroom contact hours per week as his salary paid from state funds bears to his total salary. In determining the appropriate hourly weighting of assigned duties other than classroom contact hours, the universities shall develop and apply a formula designed to equate the time required for non-classroom duties with classroom contact hours. "Full-time equivalent teaching faculty member" shall be interpreted to mean all faculty personnel budgeted in the instruction and research portion of the budget, exclusive of those full-time equivalent positions assigned to research, public service, administrative duties, and academic advising. Full-time administrators, librarians, and counselors shall be exempt from the provisions

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December 21, 1987

CHANCELLOR'S MEMORANDUM: CM-87-17.1

TO: Members, Council of Presidents

FROM: Charles B. Reed

SUBJECT: 12 Hour Law

The enclosed Standard Practice Numbers 00-0000-6-13-01 and 00-0000-6-13-01A contain instructions, definitions, formats, and a simple Faculty Activities Reporting worksheet for developing the information essential for complying with the 12 hour law.

The information must be maintained by term and in an area designated by the Academic Vice President.

Please make sure that appropriate individuals on your campus are informed of this continuing data requirement.

CBR/cdt

Enclosure: SP: 00-0000-6-13-01 and SP: 00-0000-6-13-01A

cc: Directors of Internal Auditing
Members, Council of Academic Vice Presidents
Members, Executive Staff
University Budget Officers
University Data Administrators

12/30/87
Copies to: Pres Robinson
Dr. Friedrich
Dr. Morris
Mr. Cobb

This is update - only change is
in [illegible] a [illegible] D [illegible] [illegible] [illegible]

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of this section; and colleges of medicine and law and others which are required for purposes of accreditation to meet national standards prescribed by the American Medical Association, the American Bar Association, or other professional associations shall be exempt from the provisions of this section to the extent that the requirements of this section differ from the requirements of accreditation.

History.--ss. 1, 2, ch. 71-365; s. 30, ch. 79-222; s. 147, ch. 81-259.
Note.--Former s. 241.73.
Section 240.227, Florida Statutes. University Presidents; powers and duties--(6) Certify annually to the Board of Regents the actual classroom contact hours conducted by each faculty member.
History.--ch. 85-241.

POLICY/POLICY REFERENCE: All budgets in the SUS, and requests for appropriations, must be reviewed by the Board of Regents

CHANCELLOR'S MEMORANDUM: CM-07-17.2

CROSS REFERENCE:

RESPONSIBILITY	ACTION
Universities and BOR Office	Shall prepare and present data as required by the Legislature, Executive Office of the Governor (EOG), Board of Regents and the Chancellor.
Board of Regents Office	Shall present data for the SUS to the Governor and the Legislature, and provide the necessary liaison between the Board and these governmental bodies.

ACTIVITIES DATA USES AND PROCEDURES

This Standard Practice contains the necessary instructions, definitions and formats for presentation by term of actual academic activities.

I. USE OF DATA

The data collected via the attached formats will be used for four (4) general purposes:

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A. Review and management of personnel assignment;
B. Development of SUS request budgets related to academic activities;
C. To meet reporting and auditing requirements of Section 240.243, Florida Statutes;
D. To provide data for the Expenditure Analysis.

II. REQUIRED PROCEDURES

A. A separate file for each person reported will be maintained.
B. These files will be maintained in a location designated by the Academic Vice President.
C. The file will be updated at the end of each academic term to include the individual's actual activities for that term.
D. The file will contain at least the following:
1. a copy of the prior year employment contracts.
2. information from the previous year on academic activities as recorded in compliance with this Standard Practice.
3. a copy of the current year employment contract.

DETAIL AND DEFINITIONS

I. GENERAL TERMINOLOGY AND DEFINITIONS USED THROUGHOUT THIS STANDARD PRACTICE

A. Contact Hour: A standard one hour (at least 50 minutes) classroom period. Contact hours, per se, will appear only in the Classroom Instruction activity category.

B. Contact Hour Equivalencies:
Section 240.243, Florida Statutes, requires that "in determining the appropriate hourly weighting of assigned duties other than classroom contact hours, the universities shall develop and apply a formula designed to equate the time required for nonclassroom duties with classroom contact hours." Contact Hour Equivalencies have been established for all activities other than classroom instruction (some classroom instruction may be eligible for Contact Hour Equivalencies in addition to Contact Hours, see II F below). Other Academic activities will be converted to their defined equivalencies in terms of contact hours. The conversion will vary with the specific activity and is described within this Standard Practice.

C. Academic Position: Used throughout the body of this document to include faculty, faculty adjuncts, graduate assistants and house staff (residents in health center/medical programs) and support positions (A&P, USPS and other persons who perform instruction as donated services) that perform credit generating activities.

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D. Designated Effort: In each activity category, a 1.0 academic position will have a percentage of that FTE (0% to 100%) allocated to the activity being described. This percentage is the academic position's Designated Effort in the category.

E. Maximum Calculated Effort: In an activity category, the largest percentage that can be assigned for an academic position's Designated Effort in that category. This term does not appear in all activity categories.

F. Total Effort: The sum of the academic position's Designated Efforts for all activities. For 1.0 FTE academic position, this should equal 100%.

II. CREDIT GENERATING ACTIVITIES: The following activities all generate Student Credit Hours.

A. Classroom Instruction

Definition: Classroom and/or laboratory instruction which results in the production of Student Credit Hours that are reported in the official university files. The activity involves instructional preparation, lectures, supervising laboratory work, evaluating student efforts, and conferences with and tutoring of students.

Contact Hours are the number of hours the section meets per week. For sections that are taught by more than one individual, the Contact Hours are multiplied by the portion of the section work load assigned to each person to determine his/her share of contact hours for the section.

Maximum Calculated Effort is determined by multiplying .08333 by the sum of the Contact Hours and Contact Hour Equivalencies, then converting to percent.

B. Thesis/Dissertation Supervision

Definition: Assignments on master's or doctoral committees of beginning graduate students who are registered for thesis credit, or advanced graduates who are candidates for doctoral degrees and are registered for dissertation credit.

Contact Hour Equivalencies are assigned at a maximum of one Contact Hour for each student enrolled for thesis or dissertation credit. Only the chairman of the supervisory committee will ordinarily be given maximum credit; other committee members will usually be given Contact Hour Equivalencies at the rate of one-third that accorded

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the chairman. Justification for higher rates will be documented as part of the individual's activity report as described in Section II C.

Maximum Calculated Effort is determined by multiplying .08333 by maximum Contact Hour Equivalencies, then converting to percent.

C. Directed Individual Studies

Definition: Instructional activity in which a student studies a specifically assigned topic on his or her own and meets regularly with the faculty member to review progress and evaluate achievements.

Contact Hour Equivalencies are assigned at a maximum of 0.5 Contact Hours for each student enrolled for credit.

Maximum Calculated Effort is determined by multiplying .08333 by maximum Contact Hour Equivalencies, then converting to percent.

D. Supervision of Student Interns

Definition: Coordinating the placement of students into internships, supervising and evaluating interns, conducting seminars for, and counseling student interns.

Contact Hour Equivalencies are assigned at a maximum of 0.8 Contact Hours for each intern supervised for credit.

Maximum Calculated Effort is determined by multiplying .08333 by maximum Contact Hour Equivalencies, then converting to percent.

E. Supervised Teaching/Research

Definition: The supervision of teaching and/or research of graduate students (other than Thesis/Dissertation Research or Directed Individual Study). Such students must be registered for credit for the teaching or research activity being supervised.

Contact Hour Equivalencies are assigned at a maximum of 0.5 Contact Hours for each graduate student enrolled for credit.

Maximum Calculated Effort is determined by multiplying .08333 by maximum Contact Hour Equivalencies, then converting to percent.

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F. INSTRUCTIONAL CONTACT HOUR MODIFIER/CREDIT GENERATING

Definition: Contact Hour Equivalencies in addition to Contact Hours may be assigned to instruction activities which involve unusual and significant requirements for preparation/conduct of classes/course sections reported on the Instructional Activity File. Such Contact Hour Equivalencies will not ordinarily exceed the Contact Hours for the course section and should be used when an assignment requires the teaching of large sections. Contact Hour Equivalencies may also be used to reduce the Contact Hours for instructional activities which involve significantly less than normal requirements for the preparation/conduct of classes/course section(s) reported on the Instructional Activity File. Justification for such assigned (+ or -) Contact Hour Equivalencies will be documented as part of the person's activities report and maintained in the file as described in Section II C.

Maximum Calculated Effort is determined by multiplying .08333 by maximum Contact Hour Equivalencies, then converting to percent.

G. INSTRUCTIONAL EFFORT/GRADUATE LABORATORY ASSISTANTS

Definition: Contact Hours may be assigned to Graduate Laboratory Assistants for course section(s) reported on the Instructional Activity File. Such Contact Hours will not ordinarily exceed the Contact Hours assigned to the course section. Justification for such assigned Contact Hours will be documented as part of the person's activities report and contained in the file as described in Section II C.

Maximum Calculated Effort is determined by multiplying .08333 by maximum Contact Hour Equivalencies, then converting to percent.

NON-CREDIT GENERATING ACTIVITIES

A. INSTRUCTIONAL EFFORT/COURSE GRADERS

Definition: Contact Hour Equivalencies may be assigned to graduate assistant course graders in support of a course section(s) reported on the Instructional Activity File (IAF). The total of such Contact Hour Equivalencies will not ordinarily exceed the Contact Hours for the course section. Justification for such assigned Contact Hour Equivalencies will be documented as part of the activities report for the graduate assistant and contained in the file described in Section II C.

Maximum Calculated Effort is determined by multiplying .08333 by maximum Contact Hour Equivalencies, then converting to percent.

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B. INSTRUCTIONAL EFFORT/SECONDARY INSTRUCTIONAL SITE TRAVEL

Definition: Contact Hour Equivalencies in addition to Contact Hours may be assigned for travel to a secondary instructional site which requires a round-trip travel time of at least two (2) hours per course meeting in support of a course section(s) reported on the Instructional Activity File (IAF). Such Contact Hour Equivalencies will not ordinarily exceed the Contact Hours for the course section. Justification for such assigned Contact Hour Equivalencies will be documented as part of the individual's activities report and contained in the file as described in Section II C.

Maximum Calculated Effort is determined by multiplying .08333 by maximum Contact Hour Equivalencies, then converting to percent.

C. Other Instructional Effort

Definition: Performance of instruction-related activities which are not reported on the Instructional Activity File. This may include the development of new approaches, improvement/revisions of materials for credit courses, participation in the planning, development and/or evaluation of total curricula, program services, preparing planning programs and for summer FTE reconciliation of the 12-Hour Law/Urr contract. A maximum of one (1) contact hour equivalency may be assigned per three and one-half (3.5) clock hours of activity. Justification for this activity will be documented as part of the individual's activities report and contained in the file described in Section II C.

Maximum Calculated Effort is determined by multiplying .08333 by maximum Contact Hour Equivalencies, then converting to percent.

D. Supervision of Cooperative Education

Definition: Coordinating the placement of cooperative education students into supervised work experiences, evaluating student progress, and counseling and conducting seminars for cooperative education students.

Contact Hour Equivalencies are assigned at a maximum of 0.8 Contact Hours for each cooperative education student supervised.

Maximum Calculated Effort is determined by multiplying .08333 by maximum Contact Hour Equivalencies, then converting to percent.

E. Clinical Instruction

Definition: Instruction offered, only at the UF Health Center or the USF

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Medical Center, to Interns, Residents, House Officers and Post- doctoral Trainees in clinical situations by faculty physicians in medicine, dentictry or veterinary medicine.

Contact Hour Equivalencies for this activity are determined by dividing 0.08333 into the individual's Designated Effort expressed as a decimal fraction) for this activity.

F. Research

Definition: 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 a result of a contract, grant or specific allocation of institutional or system resources. Research activity of IFAS conducted through the Experimental Stations is included in this category. A component of Research and Development is the eventual dissemination of research results. Research assignments for the individual faculty member shall be stated in general terms. At the end of each term, a record shall show specific activities toward fulfilling the assignment for research.

Contact Hour Equivalencies for this activity are determined by dividing .08333 into the individual's Designated Effort (expressed as a decimal fraction) for this activity.

G. Public Service

Definition: Public Service extends the professional and/or discipline-related services of individual's 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. Extension activities of IFAS are included in the Public Service category.

The public service assignments shall be specified 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 which do not meet all of these criteria do not qualify as Public Service.

Contact Hour Equivalencies for this activity are determined by

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dividing 0.08333 into the individual's Designated Effort (expressed as a decimal fraction) for this activity.

H. Academic Advising

Definition: 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 individual, hours specifically designated for advising purposes, and other appropriate indicators of advising activity.

Contact Hour Equivalencies for this activity are determined by dividing 0.08333 into the individual's Designated Effort (expressed as a decimal fraction) for this activity.

I. Academic Administration

Definition: 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 to direct the work of others. Includes service on interinstitutional SUS committees. Effort in this activity shall show the administrative duties that were assigned to the individual.

Contact Hour Equivalencies for this activity are determined by dividing 0.08333 into the individual's Designated Effort (expressed as a decimal fraction) for this activity.

J. University Governance

Definition: Activities that provide advisory support to the general governance of the unit or the institution. Includes participation in the general governance of the department or institution in accordance with the 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 university offices and units.

Contact Hour Equivalencies for this activity are determined by dividing 0.08333 into the individual's Designated Effort (expressed as a decimal fraction) for this activity.

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K. Leave of Absence with Pay

Definition: An authorized, compensated leave of absence granted to an employee by the university. Includes sabbaticals, professional development leave and disability leave.

Contact Hour Equivalencies for this activity are determined by dividing 0.08333 into the individual's Designated Effort (expressed as a decimal fraction) for this activity.

L. Release Time

Definition: A reduction in an employee's course load (for instruction) or hours of work (for non-instruction) for purposes of carrying out union activities in employee representation and contract administration.

Contact Hour Equivalencies for this activity are determined by dividing 0.08333 into the individual's Designated Effort (expressed as a decimal fraction) for this activity.

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