

ASSIGNMENT OF RESPONSIBILITY (AOR)

1. Policy. The professional obligation is comprised of both scheduled and non-scheduled activities. The parties recognize that it is a part of the professional responsibility of faculty members to carry out their duties in an appropriate manner and place. AOR must be presented to faculty members a minimum of 90 days of the upcoming semester or assignment.

2. Considerations in Assignment
 - The needs of the program are department unit.
 - The faculty members qualifications and experiences, including professional growth and development and preferences.
 - The character of the assignment, including, but not limited to the
 - Number of hours of instruction, the
 - Preparation required, whether the faculty member has taught the course in the past, the
 - Average number of students enrolled in the course in past semesters and the time required by the course,
 - Whether travel to another location is required,
 - Number of preparations required,
 - Faculty members assignments in other semesters,
 - In terms of conditions of a contract or grant from the faculty is compensated,
 - Use of instructional technology,
 - Availability and adequacy of materials and equipment, secretarial service, student assistants, and other support services needed to perform the assignments, and
 - Any changes which have been made in the assignment, including those which may have resulted from previous evaluations of the faculty member.
 - The opportunity to fulfill applicable criteria for tenure and promotion. Continuing multiyear appointments, successive fixed multiyear appointments and merit salary increases where available.

3. Policy
 - Assignment of Responsibility and the Assignment of Responsibility Record is used by the University in response to an agreement between the Florida A&M University and the United Faculty of Florida and is described, in part, Article 9.1 Policy; Article 9.2 Consideration in Assignment; and Article 9.3 Annual Assignment.
 - THE NEED FOR AOR MONITORING
 - The Florida State Legislature requires that each full-time instructional faculty member produce a minimum of 12 contact hours (1012.945). This means that if 100% effort is reported in the classroom teaching activities, at least 12 contact hours must be produced. Florida A&M University abides by a 15-contact hour law. Therefore if 100% effort is reported in the classroom teaching activities, at least 15 contact hours must be produced.
 - State University Accountability Process (1008.46) requires monitoring of performance in each major area of instruction, research, and public service.
 - The federal government requires that direct personnel charges to contracts and grants be documented each semester (Office of Management and Budget (OMB) Circular A-21, Revised)
 - The federal government requires a time and effort report to document the facilities and administrative rate negotiated between the University and the government (OMB Circular A-21, Revised).

4. Formulas and Calculations

- **Definitions**

- **Contact Hour.** A standard one-hour (at least 50 minutes) classroom period. Total contact hours are the number of hours the section meets per week. Contact hours will be used only in the classroom and/or laboratory Instruction activity category. For sections that are taught by more than one individual, the contact hours are multiplied by the portion of the section workload assigned to each person to determine his/her share of contact hours for the section.
- **Clock Time:** Contact hours will be based on the number of hours per week in which the course meets. Determine the number of minutes the course meets based on the start and end time of the course. Multiply the total minutes by the number of times the course meets per week. Divide this number by 50 minutes. This will give you the contact hours for the course.
- **Enrollment:** Contact hours will be based on the number of students enrolled in the course. Multiply the number of students by the multiplier provided in the table below. This will give you the contact hours for the course.
- **NOTE:** For courses with multiple instructors, the total contact hours should be divided amongst the number of faculty members teaching the course.

Table 2. FAMU Contact Hour Multiplier for all Instructional Components

Course Component	Calculation Method	Multiplier	Contact Hour Limits
Clinical	Enrollment	0.8	4
Continuance	Clock Time	--	--
Discussion	Clock Time	--	--
Electronic Media	Clock Time	--	--
Field Studies	Enrollment	0.5	5
Graduate Dissertation	Enrollment	1	5
Individual Performance Instruction	Enrollment	0.5	5
Internship	Enrollment	0.8	4
Laboratory	Clock Time	--	--
Lecture	Clock Time	--	--
Lecture/Lab	Clock Time	--	--
Mass Lecture	Clock Time	--	--
Practicum	Enrollment	0.5	5
Research	Enrollment	0.8	4
Seminar	Clock Time	--	--
Studio	Enrollment	0.5	5
Supervised Research	Enrollment	0.5	5
Supervised Teaching	Enrollment	0.5	5
Supervision	Enrollment	0.5	5
Test Score	Clock Time	--	--
Thesis Research	Enrollment	1	5
Tutorial	Clock Time	--	--

Note: Orange—representative in the SAET.

- **Contact Hour Equivalencies.** Contact Hour Equivalencies have been established for all activities other than classroom instruction (Note: some classroom instruction may be eligible for Contact Hour Equivalencies in addition to Contact Hours).