

NON-CREDIT GENERATING ACTIVITIES IN THE SAET

NOTE: Contact Hour Equivalencies for the following activities are determined by dividing 0.06667 into the individual's Designated Effort expressed as a decimal fraction for each activity. For example, if the reported Research FTE is .20, contact hours are then calculated to be 3 (.20 FTE/.06667 = 3 contact hours).

- **Career Advisement.** Faculty members play a crucial role in providing career advice and development to their students, according to an April 2024 survey from the National Association for Colleges and Employers (NACE), faculty can help students explore career opportunities within their major, make decisions about graduate school, and find internship opportunities that may not engage with the FAMU Career Center.
 - Documentation: a list of students.
- **Public/Institutional Service.** Public Service extends the professional and/or discipline related services of individuals to the community, the state, or the nation. The primary intent is to provide professional and/or discipline-related services, other than instruction, that are beneficial to groups, organizations, or individuals.
 - Documentation: Statement of known and/or anticipated service to professional organizations (e.g. sponsor of student club/organization, officeholder, or member of committee/task force commission of professional and/or discipline-related organization, institutional representatives to professional and/or discipline related organization).
 - Contact Hour Equivalency is shown in Table 8.
- **Academic Advising.** In the SAET, this is limited to program directors, and academic advisors. This activity includes formal counseling with students on academic course or program selection, scheduling, and career counseling. Academic advising does not include those formal and/or informal conferences held with students enrolled in courses taught by faculty members.
 - Credit Hour Equivalencies: For advising, to calculate the percent effort, divide the number of advised students by 250 and multiply by 100%.
 - Documentation: a list of advisees, schedule of hours designated for advisement activities with advisees including course selection, career selection discussion, time management plans, etc., must be submitted.
- **Academic Administration.** Normally only academic administrators (e.g., chairs, directors, etc.) will report in this category. This activity provides administrative support and management direction to the instructional, research, and public service programs. It also includes service on international SUS committees.

- Documentation: Verification includes a statement, in the form of a letter/memo, indicating appointment to position as well as the duties associated therewith.
- **University Governance.** SAET and University committee participation are examples of acceptable activities that provide advisory support to the general governance of the unit or institution. Contact Hour Equivalency is shown in Table 8.
- **Research.** All faculty are expected to have a creative/scholarly activity assignment, whether released from a course or not. At the end of each term, a record shall show specific activities toward fulfilling the assignment for research.
 - **Funded.** Research activities created for specific periods as a result of a contract, grant, or specific allocation of institution or system resources. Process documentation required.
 - **Non-Funded.** Research activities that have stated goals or purposes and projected outcomes. These activities also include reports, drawings, studies, etc., that benefit communities and small groups where funding sources is limited or non-existent.
 - Statement might be a letter of appointment or a notification of election to office.
- **Other Instructional Effort.** The performance of instruction-related activities which have been appropriately approved may include, but not limited to, the development of new teaching materials, revision of course in the planning, development and/or evaluation of total curricula, including planning authorization requests and implementation proposals for new programs.
 - A maximum of one (1) contact hour equivalency may be assigned per three and one-third (3.333) clock hours of activity.
 - Documentation required.
- **Leave of Absence with Pay.** An authorized compensated leave of absence granted to an employee by the university. Includes but not limited to sabbaticals, professional development leave and disability leave.

5. Additional Non-credit Generating Activities Not Typical in the SAET

- **Graduate Assistant Course Graders.** Contact Hour Equivalencies may be assigned to graduate assistant course graders in support of a course section(s) reported on the Instructional Activity File. The total of such Contact Hours Equivalencies will not ordinarily exceed the Contact Hours for the course section. A description of such assigned Contact Hour Equivalencies will be included as part of the activities report for the graduate assistant.
- **Secondary Instructional Site Travel.** 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. Such Contact Hour Equivalencies will not ordinarily exceed the Contact Hours for the course section. A description of such assigned Contact Hour Equivalencies will be included as part of the activities report for the instructor or graduate assistant.
- **Supervision of Cooperative Education.** 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.

Table 7. Committee/Governance Effort

This table give the weekly hours for committee/governance effort.

Weekly Hours	Effort %
1	2.5
5	12.5
10	25.00
20	50.00
30	75.00
40	100.00