

Name: _____

Work load for the _____ Semester 200__.

<u>RESPONSIBILITY</u>	<u>CREDIT HRS OR EQUIVALENT</u>	<u>FTE ASSIGNMENT (HOURS)</u>			
		<u>T</u>	<u>R/C</u>	<u>A</u>	<u>OS</u>

Advising

Research

Service

TOTAL HOURS

FTE % (must = 100%)

T = Teaching

R/C = Research/Creative Activity

A = Administration (**with Assigned Release Time**)

OS = Other Service

Modified Fall 1998

CALCULATION OF FACULTY WORKLOADS FOR THE DEPARTMENT OF BIOLOGICAL SCIENCES

I. Instructional Activities

- A. One credit hour is given for each 2 hours in a laboratory.
- B. Double credit is given on a one-time basis for developing new courses.
- C. One additional hour credit is given for "W" courses
- D. Add 25% additional credit for 500/G00 level courses.
- E. One-half hour credit is given for each hour of undergraduate research credit (BY 397 and Honors Students) up to a maximum of 3 hours total.
- F. Twenty percent is automatically assigned to service because all faculty are actively involved with students, committees, etc. Additional time may be allocated for those unusually active in this regard.

II. Instructionally Related Activities

Activity	Credit Hrs./Semester
A. Direction of Graduate Students	1.0/student
B. Student Advising (for ones assigned advisors)	1.0
C. Director of University of Alabama Arboretum	1.0
D. Director of U. of A. Optical Analysis Facility	3.0
E. Sponsor of Beta Beta Beta or AED	1.0
F. Curator of Microscopes	1.0
G. Curator of U. of A. Ichthyological Collection	3.0
H. Curator of U. of A. Entomological Collection	1.0
I. Curator of Invertebrates	1.0
J. Director of Non-majors Biology Program	3.0
K. Campus Undergraduate Marine Science Liaison/Supervisor	2.0
L. Curator of U. of A. Herbarium	2.0
M. Director of Biology Honors Program	1.0
N. Chief Departmental Safety Officer	2.0
O. Equipment Supervisor	1.0
P. Audio Visuals	1.0
Q. Coordinator Ecology & Systematics Program	2.5
R. Coordinator Cell & Molecular Biology Program.	2.5
S. Coordinator of Undergraduate Labs	1.0
T. Coordinator Introductory Honors Course	1.0
U. BioEd	Variable
V. Editorship of Major Professional Journal	3.0
W. Officer of Major Professional Organization	2.0
X. Supervisor of Lab Preps.	1.0
Y. Chairmanship of Major Departmental Committee	3.0
1. Undergraduate Committee	
2. Library Committee	
3. Special ad hoc committees or one-time duties	
4. Graduate Committee	
Z. Safety Office (individual building)	1.0

F.T.E. ASSIGNMENT IN THE DEPARTMENT OF BIOLOGICAL SCIENCES (Revised Fall 1998)

For several years, the BSC Department has utilized a system for assigning FTE credit for various activities in which our faculty are engaged (see attached). These activities, while not always falling neatly into the categories of teaching, administration, research and service, are nevertheless essential to the operation of the Department of Biological Sciences. The following is our policy at this time:

- A. One credit hour for each 2 hours in a laboratory.
- B. Double credit is given on a one-time basis for developing new courses.
- C. One additional credit hour for "W" courses.
- D. Add 25% additional credit for 500/600 level courses.
- E. One-half hour credit is given for each hour of undergraduate research student credit (BY 397 and Honors Students), to a maximum of 3 hours total FTE credit.
- F. Twenty percent is automatically assigned to Service (other) because all faculty are actively involved with students, committees, etc. Additional time is allocated for those unusually active in this regard.

Since these activities do not always fit a single category, we encounter some difficulty in accurately completing the FTE assignment portion of the College of Arts & Sciences Faculty Activity Report. For example, you will note that the FTE assignment for teaching (Part IA) may not agree with the actual class assignment (Part II). This is because instructional credit is given for activities, such as directing graduate students, that are not actual in-class time. In this regard, the number in parenthesis under credit hours in Part IIA. is the actual catalog credit hours, and the other number allows 25% extra credit for 500/600-level courses, double credit for developing a new course, etc. Credit for some activities may be divided into two or more categories. These assignments are somewhat arbitrary; however, they represent a reasonably accurate method of FTE assignment, based on the actual contributions these activities make to our teaching, administrative, research, and service efforts:

Activity	Hours assigned to				Total
	Teach.	Res.	Admn.	Svc.	
1. Direction of each Graduate Student	0.5	0.5	0	0	1.0
2. Student Advising (only for assigned advisors)	0.5		0	0.5	1.0
3. Director of Arboretum	0.25	0	0.25	0.5	1.0
4. Director of Electron Microscope Facility	1.0	1.0	0.5	0.5	3.0
5. Sponsor for Beta Beta Beta or A.E.D.	0	0	0	1.0	1.0
6. Curator of Microscopes	0.5	0	0	0.5	1.0
7. Curator of Ichthyological Collection	1.0	1.0	0.5	0.5	3.0
8. Curator of Entomological Collection	0.25	0.25	0.25	0.25	1.0
9. Curator of Invertebrates	0.25	0.25	0.25	0.25	1.0
10. Director of Non-majors Biology	1.5	0	1.5	0	3.0
11. Chief Departmental Safety Officer	0	0	1.0	1.0	2.0
12. Campus Undergraduate Marine Science Liaison/Supervisor	1.0	0	0	1.0	2.0
13. Curator of Herbarium	0.5	1.0	0	0.5	2.0
14. Director of Biology Honors Program	0.5	0	0	0.5	1.0
15. Coordinator Cell/Molecular Program	0.5	0.75	0.75	0.5	2.5
16. Equipment Supervisor	0.25	0.25	0.25	0.25	1.0
17. Audio Visuals Coordinator	0.5	0.25	0	0.25	1.0
18. Chairmanship of Major Dept. Committee	0.25	0.25	0.25	0.25	1.0
19. Coordinator Ecology & Systematics	0.5	0.75	0.75	0.5	2.5
20. Coordinator of Undergraduate Labs	1.0	0	0	0	1.0
21. Coordinator Introductory Honors Course	0.5	0	0.5	0	1.0
22. Editorship of major professional journals	0	0.5	0.5	2.0	3.0
23. Officer of major professional organization	0	0.5	0.5	1.0	2.0
24. Supervisor of Lab Preps.	1.0	0	0	0	1.0
25. BioEd	as appropriate to particular assignment				
26. Chair of Graduate Committee	1.0	0	1.5	0.5	3.0