

Effort Reporting Activity Categories

Instructional Activity

Courses

Instruction of students registered in credit course sections and activities related to such sections, including preparation for class, grading papers and assisting students. Instructional assignments should be based on the contact hours assigned to each course and must be in compliance with the State of Florida Twelve Hour Law.

Thesis & Dissertation

Committee assignments for beginning graduate students who are registered for thesis credit, or advanced graduates who are candidates for doctoral degrees and are registered for dissertation credit. Any research functions related to thesis/dissertation supervision activity should be reported as "Departmental Funded Research" or "Externally Funded Research/Other Spons Activity" as appropriate.

Other Instructional Activity

Instruction-related activities, such as the development of new approaches, revision of materials for credit courses, adaptation of audio-visual methods, and experimentation with new teaching methodologies. Also includes grading papers and assisting students for a course section of extraordinary size (200 or more students), and instructional activities of a faculty member who does not participate in classroom meetings, and therefore, has not been assigned contact hours.

Examples of other activities to be reported here include:

1. Activities of Residents and Interns in the teaching of Health Science Center students.
2. Teacher Education Center activities, including activities of Direct Instructional Support organizations as defined by the Provost. Also includes distance learning activities paid from miscellaneous gifts and grants funds.

Research

Department Funded Research

Research activities that are not sponsored and, consequently, do not receive separate budgeting and accounting. This category is also used to document any other research activities that are supported by department or non-grant sources of funding. Such duties include proposal preparation, planning and conduct of research, as well as related data analysis, manuscript preparation travel and presentation of results. Also includes the preparation and publication of scholarly reviews, chapters, monographs and books, the development of new educational approaches or techniques, the creation of works of art, music, literature, etc.; the development of and/or participation in performance of plays, concerts, and individual performance, as well as other types of medically-related creative activity.

Externally Funded Research/Other Spons Activity

Separately budgeted and accounted for research: all research activities that are funded by federal, state, local government and private organizations. This includes all approved grant, contract and industry supported research activities both basic and clinical in nature; the preparation, and conduct of research, as well as related data analysis, manuscript preparation, travel, presentation of results, as well as activities involving the training of individuals in research techniques (research training), where such activities are not included in the instruction function.

FTE assignment is determined by assigned percentage on each funded project, and is dependent upon roles and tasks on the project. This should be determined in consultation with the faculty member's supervisor and the project PI.

University fund codes in which this activity is recorded are 201, 209, and 214.

Administration and Service

A. Administration & Service

Service

Service activities that extend the professional and/or discipline-related services of individuals to the community, state or nation, but do not generate remuneration from a third party. This includes service in professional organizations and academic or professional student organizations, as well as participation in student recruitment, admissions, orientation, and remediation. The description of duties must indicate specific activities performed.

University / College / Department Administration

Administrative and support services benefiting common or joint University / College / Departmental activities. Supervision, management, or staff activities related to the administration of a department, college, or university. This activity provides administrative support and management direction to the instructional, research and public service programs.

Generally restricted to individuals with formal administrative appointments. Effort related to university, college, department committees, councils, etc., should be reflected under University Governance. This category does not include direct administrative effort related to a specific course, which should be reflected in the appropriate instruction category. Direct administrative effort related to a specific project, and funded by the sponsored research, should be reflected in the “Externally Funded Research/Other Spons Activity” category.

University Governance

Activities that provide advisory support to the general governance of the unit or the institution, such as participation on department, college or university committees and councils. Also includes special assignments such as consultation services to university offices and units.

B. Other

Advising

Formal counseling with students on academic course or program selection, scheduling, and career counseling. The description of duties must include such indicators as number of students formally advised and hours designated for advising.

Auxiliary Effort

Activities related to selling products or services. This type of effort should be charged to auxiliary accounts.

UFF Activities

Assigned release time for union activities.

C. Sabbatical/Leave of Absence

Annual / Sick Leave

This activity should be used when the leave taken exceeds 20 work days in the Fall or Spring semester (13 work days in the Summer semester). To determine the appropriate percentage to be reported, multiply the FTE appointed by the number of days on leave and then divide this amount by the total number of work days in the semester.

Leave of Absence (Paid)

An authorized compensated leave of absence granted to the employee by the university; includes disability leave. Effort should be reported when the chair assigns the leave.

Sabbatical

An authorized compensated leave of absence granted to the employee by the university; includes sabbaticals and professional development leave. Effort should be reported when the chair assigns the sabbatical.

Health Science Center-Specific Activities

The following activities are available to staff of the Health Science Center.

Externally Funded Research / Other Spons Activity

All research, clinical and development activities that are separately budgeted, including:

1. Research, clinical and development activities that are sponsored by federal and non-federal agencies and organizations, including the training of individuals in research techniques, where such activities are not included in the instruction function.
2. University research that is separately budgeted and accounted for by the institution under an internal application of institutional funds.

FTE assignment is determined by assigned percentage on each funded project, and is dependent upon roles and tasks on the project. This should be determined in consultation with the faculty member's supervisor and the project PI.

Clinical

Clinical Teaching

Time spent instructing, supervising, and advising residents, interns, or post doctoral trainees who are not formally registered students.

Billed Clinical Care

Reimbursable activities, including paid clinical contracts, in a clinical environment that do not involve health science center students or house staff. Salaries in this activity may be paid from Practice Plan funds. Activities related to grants recorded in Fund 201, 209, & 214 should be recorded as, "Externally Funded Research/Other Spons Activity."

Unbilled Clinical Activities

Non-reimbursable public service activities in a clinical environment that do not involve Health Science Center students or house staff.

Practice Plan Administration

Activities for the administration of the Florida Practice Plans of the Health Center including, but not limited to, the administrative and supporting services for the billing, collecting, and distribution of professional fees.

IFAS-Specific Activities

The following activities are available to staff of the Institute of Food and Agricultural Sciences (IFAS).

Research

Formula Funded Research

Hatch, Regional and McIntire-Stennis funding provided to UF/IFAS as a Land Grant University to carry out authorized research activity. This activity should be recorded in University fund code 221.

Cooperative Extension

General

All extension activities, excluding any multistate or integrated activities. Please read Multistate and Integrated definitions before using this activity category.

Integrated

Jointly planned, funded, and interwoven activities between research and extension to solve problems. This includes the generation of knowledge, as well as the transfer of information and technology. If you have a joint research and extension appointment, you must report all or part of your extension activities as Integrated unless your research and extension work do not overlap.

Multi-State

Collaborative activities that reflect the programs of institutions located in at least two or more states or territories. Collaboration can occur in person or by email, phone, or other forms of communication. Examples include developing curriculum, hosting a multi-state activity that has been developed by the collaborators, providing information to another state's fact sheet or newsletter, developing shared web sites, and working together on research/extension projects.