



OFFICE OF FACULTY DEVELOPMENT & ADVANCEMENT

February 3, 2026

MEMORANDUM

To: Vice Presidents, Academic Deans Council, Directors, and Department Chairs

From: Jeanette Taylor 
Vice President for Faculty Development and Advancement

Subject: Assignment of Responsibilities – **Deadline May 1, 2026**

The Online Assignment of Responsibilities (FACET/AOR) system is now available for the 2026-2027 academic year. All faculty members (9-month and 12-month, visiting, tenure-track, specialized, clinical, and non-tenure-earning) are entitled to a written assignment of their responsibilities in teaching, research and creative activities, and service prior to the beginning of the academic year, as stated in the Faculty Handbook as well as the BOT-UFF Collective Bargaining Agreement. The AOR for 2026-2027 must be submitted and approved by **May 1, 2026**. Departments/Schools and/or Colleges may have earlier deadlines.

As you complete AORs for 2026-2027, please remember that both the annual evaluation of faculty and evaluation for promotion and tenure are based on assigned duties. Faculty members who are earning eligibility for tenure or promotion consideration must be given assignments that provide an equitable opportunity to meet the required university criteria and standards in their departments.

To assist with the university's compliance efforts, do not assign more than .25 effort for teaching a 3-credit course. Additional effort for advising, course development, or other teaching-related activities may be assigned, if warranted, and should be reported within the teaching domain but separate from effort assigned to a specific course.

If it should become necessary to make changes in a faculty member's assignment, including but not limited to combining undergraduate and graduate sections, substantial increases in class sizes, and course changes, the person responsible for making the change shall notify the faculty member as soon as practicable prior to making such a change. The faculty member should be granted a conference to express any concerns, and the dean of the college (or equivalent) should review all assignments. **Where the dean determines the faculty member's assignment, the AOR must come to me for final review.** Please refer to [Section 5 of the Faculty Handbook](#) and Article 9 Assignment of Responsibilities of the [BOT-FSU UFF Collective Bargaining Agreement](#) for additional information.

The Institutional Research FACET Support Team will provide ongoing support and assistance for those individuals who need help with the process. There will be two training sessions that will provide a general overview of the AOR process – **Tuesday, February 10, 1:00-2:00pm, Friday, February 20, 10:00-11:00am, and Monday, April 20, 1:00-2:00pm**. To learn more or to register, log in to OMNI and navigate to: [Human Resources 9.2 > Self Service > Learning and Development > Request Training Enrollment](#). Select Search by Course Number and use course number **AORSO**.

If you have any questions regarding the online **process**, please contact Mev Verzaal in the Office of Institutional Research at facet@fsu.edu. If you have questions regarding AOR and evaluation **policies**, please contact [Melissa Crawford](#) in my office.

cc: Renisha Gibbs, Associate Vice President for Human Resources
Rebecca Peterson, Sr. Associate Director, Faculty Relations, Office of Human Resources
James Hunt, Director, Institutional Research
Mev Verzaal, FACET Analyst, Institutional Research
Melissa Crawford, Faculty Administrator, Office of Faculty Development and Advancement
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