

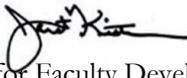


FLORIDA STATE UNIVERSITY  
OFFICE OF FACULTY DEVELOPMENT AND ADVANCEMENT

February 1, 2022

MEMORANDUM

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

From: Janet Kistner   
Vice President for Faculty Development and Advancement

Subject: Assignment of Responsibilities – Deadline May 1, 2022

The Online Assignment of Responsibilities (FACET/AOR) system is now available for the 2022-2023 academic year. All faculty members (9-month and 12-month, tenure-track, specialized, clinical, and nontenure-earning) must have an AOR submitted and approved prior to the beginning of the academic year, as stated in the BOT-UFF Collective Bargaining Agreement. The deadline for completing the 2022-2023 AORs is **May 1, 2022**. Departments and/or Colleges may have earlier deadlines.

As you complete AORs for 2022-2023, please remember that both the annual evaluation of faculty and evaluation for promotion and tenure are based on assigned duties. All faculty members (tenure-track and specialized faculty) are entitled to a written assignment of their responsibilities in teaching, research and creative activities, and service, prior to the start of the 2022-2023 academic year. 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.

Please note that you should, if practicable, provide faculty members at least a two-week notice before making changes to a finalized assignment. 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 will 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. To learn more or to register, log in to OMNI and navigate to: [Human Resources 9.1 > 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](mailto:facet@fsu.edu). If you have questions regarding AOR and evaluation **policies**, please contact Melissa Crawford, Faculty Administrator ([mucrawford@fsu.edu](mailto:mucrawford@fsu.edu)) in my office.

cc: Richard D. McCullough, Ph.D., President  
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