

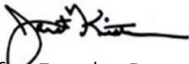


FLORIDA STATE UNIVERSITY
OFFICE OF FACULTY DEVELOPMENT AND ADVANCEMENT

January 29, 2024

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 3, 2024**

The Online Assignment of Responsibilities (FACET/AOR) system is now available for the 2024-2025 academic year. All faculty members (9-month and 12-month, tenure-track, specialized, clinical, and non-tenure-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 2024-2025 AORs is **May 3, 2024**. Departments/Schools and/or Colleges may have earlier deadlines.

As you complete AORs for 2024-2025, 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 2024-2025 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. If you have questions regarding AOR and evaluation **policies**, please contact [Melissa Crawford](#) or [Angela Hockin](#) 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
Angela Hockin, Administrative Specialist, Office of Faculty Development and Advancement
College HR Representatives