

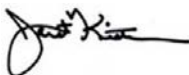


FLORIDA STATE UNIVERSITY
OFFICE OF FACULTY DEVELOPMENT AND ADVANCEMENT

February 1, 2017

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 5, 2017

The Online Assignment of Responsibilities (FACET/AOR) system is now available for the 2017-2018 academic year. All faculty members (9 month and 12 month, tenure-track and specialized) 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 2017-2018 AORs is **May 5, 2017**. Departments and/or Colleges may have earlier deadlines.

As you complete AORs for 2017-2018, 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 2017-2018 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.

Please note that you must 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 three 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 Joshua Jordan, Faculty Data Coordinator in the Office of Institutional Research at facet@fsu.edu. If you have questions

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regarding AOR and evaluation policies, please contact Melissa Crawford, Faculty Administrator (mucrawford@fsu.edu) in my office.

cc: John Thrasher, President
Sally McRorie, Provost and Executive Vice President for Academic Affairs
Renisha Gibbs, Assistant Vice President for Human Resources
James Hunt, Director, Institutional Research
Matthew Earhart, Director, Information Management Services
Josh Jordan, Faculty Data Coordinator, Institutional Research
Melissa Crawford, Faculty Administrator, Office of Faculty Development and Advancement
HR Representatives