

MME Differential Assignment Policy

(adopted from University Differential Assignment Procedures)

Part 1: Guiding Principles

These are the guiding principles for fair and equitable workload for all faculty of the Department of Mechanical and Materials Engineering based on varying levels of research/creative activities/scholarship, teaching, and service. The guiding principles of differential assignments are:

- Provide a fair assessment of faculty and define the percent effort that is assigned based on performance in teaching, research/creative activities/scholarship and service,
- Capture in an equitable and fair manner the percent effort with the task assigned, and
- Define how the Department of Mechanical and Materials Engineering will implement the unified university-wide structure for percent effort estimation.

In view of the fact that FIU is a Carnegie Classification Highest Research Activity (R1) University and aims to achieve the goals outlined in the University's strategic plan. Percent effort should reflect measures such as:

- Research and creative activities;
- Grant awards;
- Support of graduate students;
- Support of postdoctoral fellows;
- Patent development, applications, and related entrepreneurial activities;
- Philanthropic and auxiliary revenues.

The department's first obligation is to offer the courses needed by students at times most likely to meet student needs. Therefore, department leadership will have a prerogative to adjust the assignment based on the needs of curriculum and unit in order to meet the department's first obligation.

Part 2: Definitions and Expectations

- 1) It is the expectation that all faculty (*regardless of rank or track*) will have an annual minimum 10% service assignment. This percentage can be adjusted as necessary.
- 2) Top 31 - 60% of the faculty based on research grants and publications are considered research active. Top 30% of the faculty based on research grants and publications are considered highly research active. More details about research activities are listed in *Research Assignment*.

- 3) Department Chair who serve two-terms, [as defined in the Guidelines for the Selection of Chairs and Deans](#), are eligible to receive one-semester leave to focus on their research/creative activities and teaching responsibilities upon completing their service as Chair.

PART 3: Differential Assignment Structure by Faculty Track

Tenured/Tenure-Track (T/TT) Faculty

Service Assignment

- All faculty (regardless of rank) will have an annual minimum 10% service assignment. This percentage can be adjusted as necessary.

Teaching Assignment

- Based on the current faculty size and departmental resource allocation, the default teaching load for faculty active in research and supervising doctoral students is defined as: Four (4) - three-credit courses (2/2 load) per academic year, or equivalent, with the ability to buy out courses through research grants. Teaching load for faculty with high research activity may be reduced to three (3).
- Faculty mentoring 5 senior projects will be considered equivalent to three-credit courses. One lab course is equivalent to half a three-credit course load.
- In view of the FIU's designation as a Carnegie Classification Highest Research Activity (R1) and in alignment with the institutional strategic objective to be recognized as a top 50 public university through excellence in research and teaching, the optimal default teaching load for T/TT faculty active in research as defined above is three (3) three-credit courses (2/1 load) per academic year. A bi-ennial review of this policy will be performed to assess enrollment, staffing, and resources. Based on that review, the department may adopt different load as default by majority vote of the governing body.
- Faculty active in research that lead large grants (e.g. \$1M/year)/directing centers that are consistently active in research, at the discretion of the department leadership and department guidelines, can have their course load per academic year reduced further.
- Newly hired Assistant Professors on the tenure-track seeking grant funding may receive a reduced default teaching load for up to three years. Thereafter, they may be assigned to teach three courses per academic year, or the unit's equivalent, if they remain research-active. One of these courses, at the discretion of the unit, should be at the graduate level in the area of expertise of the faculty in order to expand their ability at integrating research to education and for attracting a new cohort of Ph.D. students (if applicable) in support of their research.
- The default teaching load for faculty active in research who are not supervising

doctoral students is defined as: Five (5) three-credit courses (2/3 load), or equivalent, with the ability to buy out courses through research grants.

- Tenured faculty whose primary focus is on teaching may be assigned three (3) courses or more per semester, or equivalent. Department leaders have the discretion to reduce the teaching load if such faculty become research-active or if they are pursuing educational proposals, broadening participation programs in STEM, writing books, helping with curriculum reform and experiential learning, among other activities that promote student success.

Research Assignment

Tenured/tenure track faculty are expected to remain active in research and supervision of doctoral students. Research activities shall include:

- Publications and Patents
- Principal Investigator or co-Principal Investigator status on grants
- Supervising and graduating PhD students as major advisor
- Supporting graduate students via external sources (to include, but not to be limited to, grants, fellowships, etc.)
- Supporting postdoctoral fellows
- Submitting proposals for external funding
- Research awards or fellowships (e.g., best paper awards, university or college research awards, professional awards, etc.)
- Serving as the major advisor an MS student

Non-Tenure Track (NTT)

Service Assignment

- All faculty (regardless of rank) will have an annual minimum 10% service assignment. This percentage can be adjusted as necessary.

Teaching Assignment

- Based on the current faculty size and departmental resource allocation, the default teaching load for non-tenure track faculty is defined as: Eight (8) - three-credit courses (4/4 load) per academic year, or equivalent. The default teaching load will be 90% of the annual assignment.
- Faculty mentoring 5 senior projects will be considered equivalent to three-credit courses. One lab course is equivalent to half a three-credit course load.
- In view of the FIU's designation as a Carnegie Classification Highest Research Activity (R1) and in alignment with the institutional strategic objective to be recognized as a top 50 public university through excellence in research and teaching, the optimal default teaching load for NTT faculty is seven (7) three-credit courses

(4/3 load) per academic year. A bi-ennial review of this policy will be performed to assess enrollment, staffing, and resources. Based on that review, the department may adopt different load as default by majority vote of the governing body.

- Department leaders have the discretion to reduce the teaching load of a NTT faculty member if the faculty member will be involved in research/creative activities, curriculum development, program/laboratory development, and/or any other tasks assigned for example, to enhance the department's prospects for accreditation (as applicable).

PART 4: Model Differential Assignments

- 1. NON-ADMINISTRATIVE ASSIGNMENT EXAMPLE:** This is an example for a faculty member with no administrative assignment regardless of track.

Course In-load	Teaching Assignment	Research Assignment	Service Assignment
4/4	90%	0%	10%
4/3	79%	11%	10%
3/3	68%	23%	10%
3/2	56%	34%	10%
2/2	45%	45%	10%
2/1	34%	56%	10%
1/1	23%	68%	10%
1/0	11%	79%	10%
0/0	0%	90%	10%

- 2. ADMINISTRATIVE ASSIGNMENT EXAMPLE:** This is an example for a faculty member with an administrative assignment regardless of track. This allocation can be adjusted as needed to meet the needs of the position such as for Program/Center Directors or Assistant/Associate Chairs.

Course Load	Teaching Assignment	Research Assignment	Service Assignment	Administrative Assignment (if applicable)
2/1	34%	6%	10%	50%
1/1	23%	17%	10%	50%
1/0	11%	29%	10%	50%
0/0	0%	40%	10%	50%