Overview and a review of the categories

Overview

Effort Reporting
Agenda

- Effort Reporting – What and Why
- Whose Effort is reported?
- Faculty Assignment Report (FAR)
- Semester Effort Report
- Effort Activity Categories
- Step-by-Step Instructions
What is Effort Reporting?

Effort Reporting is the method by which UF honors and accounts for agency commitments.

- Teaching and Research

Each college or department assigns an effort coordinator the responsibility of ensuring that staff and faculty comply with the effort reporting requirements.
Why is Effort Reporting Required?

Effort reporting at UF fulfills two separate requirements:

• Instructional and research reporting required by the state

• Sponsored project effort reporting required by the federal government
State Requirement

Effort reporting is used to demonstrate compliance with the 12-hour law through reporting to the Board of Governors.

Full-time teaching faculty member who is paid wholly from state funds must teach a minimum of 12 classroom contact hours.

Libraries have no full-time teaching faculty.
Federal Requirement

Effort Reporting is required for all federally sponsored research projects.

• Repositioning Florida's Judaica Library
• Florida and Puerto Rico Digital Newspaper project
Why is Effort Reporting Important?

From the US Department of Justice website,

“University of Florida Agrees to Pay $19.875 Million to Settle False Claims Act Allegations”

Published Friday, November 20, 2015

The announcement cited that the university improperly charged the US Department of Health and Human Services for salary and administrative costs on hundreds of federal grants.
What if we don’t comply?

• Repayment of external funding
• Fines, penalties
• Loss of future funding
• Possible criminal prosecution for Principal Investigators
• Termination of employment
What is non-compliance?

• Poor documentation
• FARs are filled out after the semester begins
• Effort certification does not occur within a reasonable timeframe (a month)
Whose Effort is Reported

1. All Faculty
2. Any Employee who teaches
3. Any Employee who is paid from or cost-shared to an externally funded project.
   - There is no assignment report (no projections) for staff and OPS.
   - PIs certify for staff and OPS.
   - Staff and OPS self-certifies if teaching
Faculty Assignment Report

The FAR is a **projection** effort report that is submitted three times a year (every semester)
• whole numbers only, ballpark numbers
• The total is always 100%

Reports must be submitted in myUFL **before** the semester begins.

**Standard Allocation for Smathers Library Faculty**
• 10% Department Funded Research, 90% Service
Submitting the FAR

The Libraries Effort Coordinator will send an email asking faculty to complete the Effort Allocation Form.

1. Faculty and Chair/Dean should discuss the planned effort for the upcoming semester.
2. Effort allocation form should be emailed to Danielle Sessions (Effort Coordinator).
3. Effort Coordinator will generate the FAR in myUFL.
4. FAR approver approves the FAR in myUFL.
5. Faculty “acknowledges” the FAR in myUFL.
   • FAR will auto-acknowledge after 15 days and close.
<table>
<thead>
<tr>
<th>Activity</th>
<th>Effort Entered</th>
<th>Spring 17</th>
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<tbody>
<tr>
<td><strong>Instructional Activity</strong></td>
<td></td>
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<tr>
<td>Courses</td>
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<td></td>
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<tr>
<td>Thesis &amp; Dissertation</td>
<td></td>
<td></td>
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<tr>
<td># of Students</td>
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<tr>
<td>Other Instructional Activity</td>
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</tr>
<tr>
<td><strong>Research/Other Sponsored Activities</strong></td>
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<tr>
<td>Department Funded Research</td>
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<td></td>
</tr>
<tr>
<td>Externally Funded Research/Other Spons Activity</td>
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<td></td>
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<tr>
<td><strong>Administration and Services</strong></td>
<td>90</td>
<td></td>
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<tr>
<td>Service</td>
<td></td>
<td>90</td>
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<tr>
<td>University / College / Department Administration</td>
<td></td>
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<tr>
<td>University Governance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
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<td></td>
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</tbody>
</table>

Employee: O'Dell Allison Jai
Emp Rcd #: 0
Department: 55160100 - LB-CATALOG CHAIR
Emp Rcd #: 0 - ASO UNIV LIBRARIAN
FAR Period: Spring 2017
FAR Status: In Approval
FAR Version #: 1

[Button: Acknowledge FAR]
Summer 2017 Timeline

- **Effort Allocation form due to Effort Coordinator**
  - 5/12/2017
- **Summer Semester begins and FAR is submitted**
  - 5/19/2017
- **Summer Semester ends**
  - 8/10/2017
- **Certify the Semester Effort Report**
The Semester Effort Report is the effort report that is certified after the semester has ended, and this report reflects what you actually did.

Like the FAR, this report is submitted three times a year (every semester). Unlike the FAR, the effort allocation shouldn’t necessarily match the allocation on the FAR.
Certifying the Semester Effort Report

The Libraries Effort Coordinator will send an email telling you the certification period has opened. This occurs 1-2 months after the semester has ended.

1. Effort Coordinator will submit all Semester Effort Reports in myUFL.
2. Faculty will be prompted to certify via an automated email.
3. Faculty will certify their effort report in myUFL. Principal Investigators will certify for staff and OPS employees.

Please certify within one month of the certification period
Activity Categories

1. Instructional Activity
   1. Courses
   2. Thesis/Dissertations
   3. Other Instructional Activity
If you are listed as the instructor for a credited course:

- **Course number, # of sections, and effort percentage** is required.
- **# of students** if Thesis/Dissertation committee

Otherwise, instruction effort will go under *Other Instructional Activities*
## Conversion Table for Contact Hours

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<thead>
<tr>
<th>Teaching Contact Hours (CH)</th>
<th>Maximum Effort % To Report (CH/12)</th>
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<td>1.0</td>
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<tr>
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<tr>
<td>12.0</td>
<td>100.00</td>
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</tbody>
</table>

This number of Contact Hours Equals Maximum Effort % to be spread ➔

You can use this chart for the FAR, but not for the Semester Effort Report.
2 Research

1. Department Funded Research
   - Internally funded

2. Externally Funded Research
   - Externally funded
Department Funded Research

10% Research time for faculty

- Strategic Opportunity grants
- FEOs
- UF Tech Fee
Externally Funded Research

All research activities that are funded by federal, state, local government and private organizations.

**External funding** is recorded here

- “Saving St Augustine” – project #00089735

Don’t know what your summer effort commitment is for your externally funded project? Ask Danielle Sessions.
Total Research Percentage

Check with your Chair/Dean about what your total Research % should be.

Your effort reporting history will be included in your Tenure and Promotion packet, so you do not want to over-report your time spent on research.
Administration and Service

1. Service
2. College/Department/University Administration
3. College/Department/University Governance
Service

Service activities that extend the professional and/or discipline-related services of individuals to the community, state or nation, but do not generate remuneration from a third party.

Most librarianship (90%)
- Includes: Ask-a-Librarian, service in a professional organization, service to student organization
Administration

Supervision, management, or staff activities related to the administration of a department.

- Generally restricted to individuals with formal administrative appointments, such as Chairs and Deans
Governance

Activities that provide advisory support to the general governance of the unit or the institution, such as participation on department, college or university committees and councils. Also includes special assignments such as consultation services to university offices and units.

Ex: Faculty Senate, councils
4 Leave of Absence/Sabbatical

1. Annual/Sick Leave
2. Leave of Absence (Paid)
3. Sabbatical
Annual/Sick Leave

Report when the leave taken exceeds

- **20 work days** in the Fall or Spring semester
- **12 work days** in the Summer semester

To determine the appropriate percentage to be reported, multiply the FTE appointed by the number of days on leave and then divide this amount by the total number of work days in the semester.
Annual/Sick Leave cont.

Fall/Spring Semester
1.0 x (20 work days/100 days) = 20% effort

Summer Semester
1.0 x (12 work days/60 days) = 20% effort
Leave of Absence (Paid)

An authorized compensated leave of absence granted to the employee by the university; includes disability leave. Effort should be reported when the chair assigns the leave.

Ex. FMLA
Sabbatical

Effort should be reported when the chair assigns the sabbatical.

Generally 100% unless a different allocation is agreed upon.
Faculty Toolkit

http://www.fa.ufl.edu/departments/cost-analysis/effort-certification/faculty-toolkit/

Step-by-Step Instructions:

• Certifying Your Effort
• Certifying the Effort of Students and Staff
• Acknowledging a Faculty Assignment Report
Questions?

Effort Reporting is coordinated through the Smathers Libraries Human Resources Office
• Phone: 273-2595

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Joseph Piazza - jpiazza@ufl.edu