

**Faculty Sufficiency:  
Participating (P) / Supporting (S)**

**Coggin College of Business  
University of North Florida  
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## Section 1

### Definitions of Participating & Supporting

#### Coggin College of Business University of North Florida

##### Coggin College Standards

- Normally, participating faculty members will deliver at least **75 percent** of the school's teaching. The Coggin College will measure this based on student credit hours.
- Normally, participating faculty members will deliver at least **60 percent** of the teaching in each degree program and in each discipline.

##### Coggin College Definition of Participating (P)

A faculty member teaching during any given academic term in the Coggin College, regardless of rank, tenure status, or full/part-time status, will be deemed to be **participating** if s/he

- Actively engages in the activities of the school in matters beyond direct teaching responsibilities, and
- Is considered a long-term member of the faculty regardless of whether the appointment is of a full-time or part-time nature, regardless of whether the position with the school is considered the faculty member's principal employment, and regardless of tenure or tenure-earning status).

##### Coggin College Definition of Supporting (S)

A faculty member teaching during any given academic term in the Coggin College, regardless of rank, tenure status, or full/part-time status, will be deemed to be **supporting** if s/he

- Does not, as a rule, participate in the intellectual or operational life of the school beyond the direct performance of teaching responsibilities, or
- Does not have deliberative or involvement rights on faculty issues, have membership on faculty committees, nor is assigned responsibilities beyond direct teaching functions (i.e., classroom and office hours), or
- Has an *ad hoc* appointment that is exclusively teaching responsibilities, for one term or one academic year at a time without the expectation of continuation, or
- Has not been actively involved in any of the activities listed in Section 2 (Item 4) during the preceding five years leading up to the term in question.

## **Section 2**

### **Application Guidelines**

#### **Coggin College of Business University of North Florida**

1. **Full-time faculty**

- New faculty members are deemed participating for three years from the start of their first term of service.
- A faculty member maintains status as participating by engaging in the activities listed in Item 4 (below).

2. **Visiting faculty**

- The requirement that the faculty member be considered “long-term” precludes a visiting faculty member with an appointment that is for one academic year or less – without the expectation of continuation – from being designated as participating.
- A visiting faculty member with an appointment that is exclusively teaching, regardless of the length of that appointment, is precluded from being designated as participating.
- Visiting faculty with other responsibilities in addition to teaching and with an appointment that is either already greater than one year or that has an expectation of continuing beyond one year, may be deemed participating if they meet the criteria outlined below.
- *Note:* UNF has historically used the term “visiting faculty” even in situations where multiple years of service have been involved. With the signing of a new collective bargaining agreement in 2006, “visiting faculty” in the future will generally be limited to one-year appointments. Under this new understanding, most “visiting faculty” will not qualify as participating. Importantly, in Fall 2007 the Coggin College has a number of “visiting faculty” who are indeed participating faculty because they have been multiple-year, significant contributors beyond teaching responsibilities.

3. **Part-time faculty**

A part-time (i.e., adjunct) faculty member will normally be precluded from being designated as participating, but may be deemed participating if s/he is considered a long-term member of the faculty (defined as demonstrated service beyond six academic terms in the preceding five years), and if s/he meets the criteria outlined below. However, such designations for part-time faculty should be rare.

4. **Expectations / examples of participating faculty activities**

A faculty member will be deemed to be participating through involvement in any of the following activities during the preceding five years (the order in which the following are listed is not meant to imply any sort of ranking or priority):

- a. Active participation as a member of departmental, college, or university committee(s), task force(s), or comparable service assignment(s) or projects that are involved in determining or providing recommendations on policy decisions, educational directions, administrative

processes, curricula, advising, resource allocation and utilization, faculty development, research and scholarship, and service.

- b. Service as chair of departmental committee(s) or task force(s) or comparable service assignment(s) or projects.
- c. Service as chair of (a) college committee(s) or task force(s) or comparable service assignment(s) or projects.
- d. Service as chair of (a) university committee(s) or task force(s) or comparable service assignment(s) or projects.
- e. Service as an advisor or leader to a chapter of a student professional organization.
- f. Service as president of a college-related professional organization or society (such as Beta Gamma Sigma) that entails substantial duties (such as planning and coordination of an annual banquet).
- g. Holding of an administrative office (e.g., department chair, associate dean, dean) in the college or university.
- h. Holding a position of leadership in a center or institute within the college or university.
- i. Principal and substantial involvement in a center or institute within the college or university.
- j. Service as the leader of a major ad-hoc curriculum development effort, such as design / re-design of a new major, minor, track, certificate program, or group of courses.
- k. Service as a coordinator of student internships, cooperatives, or other service learning work.
- l. Service as a formally recognized mentor to a substantial number of students in the college.
- m. Substantial involvement with students in research projects or college center activities outside of the normally assigned teaching responsibilities, such as through directed independent studies, or sponsored research.
- n. Leader of a short-term study abroad course for students.
- o. Participation as supporting faculty member for at least three short-term study abroad courses for students.
- p. Leader of a substantial special project, rising to the level of commitment commensurate with chairing of a college committee for one academic year.
- q. Leader of a substantial project associated with event planning or research coordination (e.g., a college-sponsored research conference).
- r. An active research program under the auspices of the college / university, which may be evidenced by a formal research assignment, course release(s) for research, college / university funding for faculty development (e.g., travel), publication under the name of the college / university, or similar.