

# Florida State University

## Instructional Appointment Guidelines

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This document is a reference guide for funding appointment and course assignment requirements for Florida State University instructional personnel. These instructions should be used to properly set up and fund an individual expected to engage in instructional delivery of credit courses at the university.

Questions regarding this guide, and the information it contains, should be submitted to the FACET Support Team at [facet@fsu.edu](mailto:facet@fsu.edu).

### **Instructional Appointment Requirements:**

- Instructional appointments should use an appropriate instructional (Faculty) job code. New appointments must include verification of the individual's educational credentials as part of the hiring process. Steps to complete the Faculty hiring process are outlined in HR's Employment Checklist – Faculty Position document at:  
<http://www.hr.fsu.edu/PDF/forms/DepartmentalRepresentativeEmploymentChecklistFaculty.pdf>
- There are minimum educational credentials required for instructional delivery of courses. 18 hours of graduate credit hours must be earned in a discipline related to the course to teach undergraduate courses (1000-4000 level courses). A terminal degree (or equivalent) in the discipline related to the course is required to teach graduate level courses (5000 level and above).
- For temporary Adjunct and Visiting appointments: Adjunct appointments may only be used to deliver undergraduate courses (1000 – 4000 level courses). Individuals teaching graduate courses (5000 and above) must have a Visiting appointment. Instructors in Visiting appointments must also meet the graduate-level course educational credentials requirements.
- Per Collective Bargaining Agreement requirements, Faculty appointments below 1.00 FTE for an academic term should have all funding sources provided through the individual's primary appointment. Overload appointments for Faculty can be created when the term FTE is expected to exceed 1.00.
- Funding sources for faculty appointments should be appropriate for the activities involved. Teaching "State Fundable" courses generally requires an E&G salary funding source for the instructor to deliver that type of course. "State Non-Fundable" courses require a non-E&G (Auxiliary and SRAD are most common) funding source to deliver those types of courses. Sponsored (C&G) funds can be used by default to fund specific course types: Dissertation, Thesis, and Direct Individual Study. C&G funding on any other course type, including Special Topics courses, is prohibited unless expressly authorized by Sponsored Research Accounting.
- All funding for instructional appointments must occur within the official appointment dates for the academic term. Term dates are published on the FSU Faculty Development and Advancement website: <http://fda.fsu.edu/sites/g/files/upcbnu636/files/Media/Files/Appointments/AppointmentCalendar2015-2020.pdf>

- All activities during an appointment must be funded in order to be included in an individual's effort reports, which include the Assignment of Responsibilities and FACET Effort Certification reports. Unfunded or "volunteer" activities are excluded from official effort reporting.
- Individuals who receive only sponsored (C&G) funding for any academic term, regardless of term FTE, are prohibited from engaging in activities other than those directly related to the terms of the sponsored project. Instructional delivery of most courses, with limited exceptions as noted above, is not allowed when an individual receives only C&G funding for a term. Unfunded or "volunteer" delivery of a course is not permitted if an individual was solely funded from a C&G source during the academic term, even if the FTE was less than 1.00 for the full academic term.
- Courtesy appointments are not permitted for instructional delivery without express, prior authorization from the Office of the Provost.

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