

Chairs and directors:

This Fall, departmental submissions for FEO applications will be due to Arlene Williams by 4 PM on Wednesday, September 28. Please announce ASAP to your faculty the date that your department requires its internal submission. Please review the memo below carefully, *paying special attention to the cost share section.*

The memo to all faculty regarding CLAS procedures for FEO's is published at

<http://www.clas.ufl.edu/faculty/pdfs/2011-feo-faculty-memo.pdf>

That memo has application details and a FAQ section that has been expanded to include additional questions asked by chairs and directors in the past.

Review procedures: Regarding review in the department, the relevant language of the current Article 21 follows:

(a) Evaluation by the Department. The chair shall evaluate the application in consultation with an appropriate departmental committee and rank the applications based on the published FEO criteria, produce a brief rationale for the evaluation/ranking, and forward these results to the applicant and the college's elected Sabbatical/Professional Development Leave Committee (hereafter, "S/PDL Committee").

The "published FEO criteria" are listed in my message to faculty in the link above.

FYI, regarding CLAS evaluation by the elected sabbatical/PDL committee:

(b) Evaluation and Ranking by the S/PDL Committee. All applications endorsed by the department shall be evaluated and ranked by the college's elected S/PDL Committee, based on the published FEO criteria.

(1) The committee shall consider the department's ranking as well as the benefits of the proposed FEO to the faculty member, the University, and the profession/discipline and create a ranked list of recommended applications.

(2) Approval of proposals at the department and college levels shall constitute an endorsement that the application is meritorious.

Last year there were questions about the scope of the program. The CBA states:

21.8 Faculty Enhancement Opportunity (FEO) Program. The Trustees and the UFF agree that FEOs are intended to advance the academic/professional/scholarly abilities of faculty members and to advance both individual faculty members and the University overall.

While “simple” conference travel support is not in any way eliminated, the Provost’s website (specifically, the “FEO Principles and Procedures” document) at

<http://www.aa.ufl.edu/FEO>

suggests that a more ambitious agenda is expected.

Cost sharing:

FEO applications need to have complete cost sharing details worked out when they are submitted to the college. The memo to faculty describes some typical cost sharing scenarios and shows how they should be entered on the budget page. The list is not exhaustive but does give the more usual forms of cost sharing.

Prior to completion of the budget, the chair should contact me by email to propose a cost sharing scenario. The proposed full budget of the FEO should be included in the email (it would be helpful to attach a draft of the budget page or a similar detail listing). The proposed department and college cost shares should be described so I know what the department will cover and what the college is being asked to cover. I will either approve or propose an alternative.

Outside of effort cost sharing (of salary and benefits), a useful guideline is that the combined department and college cost share will be modest and typically around 5 -10 % of the FEO budget in the “Central funds” column of the budget page. The department can do more, but college funds are limited.

For Spring 2012 FEO’s, there will typically be some level of effort cost share (i.e., some fraction of an FTE) or a direct request to the FEO program for salary based on the academic year salary. Note that a cost-share does not involve any transfer of funds, but rather designates a portion of the regular salary to the FEO. Replacement teaching assistance for spring semester FEO’s, if necessary, may be covered from salary savings if the application includes a request for a suitable amount of salary from Central FEO funds in the budget. Any FEO percentage must be included in the faculty assignment form for the semester if there is an award. The usual salary savings return policies (updated and circulated recently) apply to FEO-based salary savings.

Please contact me if you have any questions.

Dave