

How to Calculate Full Time Equivalent (FTE) for Faculty Activity Reports

The concept of Full Time Equivalent (FTE) as it applies to the activity report is based on the relative portion of time spent on that activity in the reporting period. Regardless of the number of hours a faculty member works in a typical week, the sum of all activities must add up to 100%. Faculty are not hourly employees; they are salaried employees. Here are some guidelines.

1. For Full-time Faculty, be clear about the %FTE that the faculty member was assigned for each category (e.g., research, teaching, and/or service).
2. Within each category, be clear about the %FTE spent on each activity. The sum of the %FTE for each reported activity, within a category, should equal that of the total %FTE of that category. Faculty should report FTE to match their distribution of effort across all activities, within each category.
3. FTE, distribution of effort should match the % time they spent on the reported activities.
4. Because of the compressed timeframe for summer terms, the FTE is calculated a little differently for course work since the effort per week would be higher (see Table 1). Teaching FTE for Adjuncts/Overloads and for Summer Terms should follow the Faculty Appointment Calendar posted at <https://www.fau.edu/provost/academic-affairs/faculty-appointments/>.
5. Classes could require more or less effort based on factors, such as (but not limited to), multiple sections of the same course, larger section sizes, or the first time a faculty member has taught the course. You can adjust the FTE accordingly to increase or decrease the percentage effort based on these factors. See Table 2 for Examples.
6. For non-instructional activities (e.g., service, research, administration), calculate %FTE for each activity to be equal to the %FTE that was assigned in that category.
7. Total FTE should never exceed 100%. The 100% represents the distribution of total effort of an average week regardless of how many hours a faculty member may work.
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Table 1. Typical %FTE per credit hour. These percentages may vary, based on a number of factors.