

Guidelines for Faculty Apportionment | SAP Infotype 9011 Apportionments

Apportionment refers to the distribution of a faculty member's responsibilities and expected contributions across the areas of teaching, research/creative activity, extension, service, administration, outreach, and clinical.

The Board of Regents Bylaws require periodic review of faculty and administrative apportionment (Section 4.3). A faculty member's apportionment of responsibilities reflects a mutual agreement between the supervisor (Department Executive Officer, or other unit administrator) and the faculty member. Determinations of apportionment, reporting, and verification of apportionment data occur at the unit level.

At the direction of the Office of the President, a system-wide apportionment collection tool has been developed in the HR information system, SAP. *Infotype 9011 Apportionments* will increase the transparency of this important faculty data element and will facilitate improvements to the apportionment data collection process and quality of the university's apportionment data.

The sections below describe apportionment categories, where apportionment values are documented, when to update or add an apportionment record, and additional background on this collection.

Background

The Bylaws of the Board of Regents of the University of Nebraska (4.3) define seven apportionment categories – Teaching, Research, Service, Extension, Outreach, Clinical, and Administration. Other governing documents that describe policies related to apportionment include the *UNL Guidelines for Evaluation of Faculty* and bylaws of individual colleges. Faculty apportionment information may also be referenced and documented in other locations including offer letters, annual evaluations, and promotion and tenure forms.

Apportionment categories are assigned percentages that reflect a faculty member's unique role and responsibilities within an academic or research unit. Although apportionment is expressed with quantitative values, the process begins with a qualitative assessment of the faculty member's work as part of the initial offer (i.e., letter of offer or position description) and continues on a regular basis during the annual review process. The annual review process provides a structured opportunity for units and their faculty to perform a qualitative assessment of faculty time and effort each year, but these discussions take place throughout the year as necessary. Adjustments to apportionment are made as appropriate and necessary.

In addition to the annual review process, apportionment percentages are used during tenure and promotion reviews to evaluate effort and achievement. Apportionment is also used in analyzing and reporting the instructional equivalence of programs and units, particularly when striving to meet the thresholds required by the Nebraska Coordinating Commission of Postsecondary Education.

Apportionment is expressed as a percentage of effort. For example, a tenure line faculty member might have an apportionment of 45% teaching/45% research/10% service. Apportionment splits can vary significantly depending on the position and department.

Colleges and departments are responsible for ensuring every faculty member knows their assigned apportionment in each apportionment category. The validation of apportionment data at the appointment level is facilitated by the Office of the Executive Vice Chancellor each fall and spring, with final snapshots effective at the end of October and the end of March:

- Fall Faculty HR Snapshot – October 31
- Spring Faculty HR Snapshot – March 31

Current apportionment category information is in [Appendix A](#).

Beginning July 1, 2026

Assign values for all apportionment categories—teaching, research, extension, outreach, clinical, service, and administration—in *Infotype 9011 Apportionments* to all faculty and administrative positions (i.e., employee subgroups beginning with A, F, J, K, L, M, N) as employees are hired and appointments are modified.

STEP 1: General Criteria for Creating or Updating Apportionment Records

If all criteria are met, proceed with *Creating or Updating Apportionment Records*.

1	The position is part of a faculty or administrative appointment. All ranks of faculty and administrators must have apportionment records; this includes positions with an employee subgroup (ESG) beginning with A, F, J, K, L, M, or N. In other words, this will include employees with an appointment that is associated with tenure-line faculty, specialized faculty (professors of practice, research faculty, extension professors, extension educators, foresters, geoscientists), lecturers, senior research associates, visiting faculty, and post-doctoral associates. It also includes academic administrators (e.g., directors, department executive officers, and above) and non-academic administrators (i.e., N1).		
2	The position is paid and assigned an FTE greater than zero. All paid positions with an employee subgroup beginning with A, F, J, K, L, M, N, <i>except</i> positions with 0.0 FTE (e.g., professorship). <i>If the position is administrative (M or N) and <u>not</u> assigned an FTE greater than zero, contact UNL Faculty Affairs in the EVC office so we can account for these variations and discuss aligning the FTE to standard campus practices.</i>		
3	<table border="0"> <tr> <td data-bbox="235 1119 771 1476"> The position is new or changing. New apportionment records must be created when paid faculty or administrative positions are added, or organizational changes are made. For example, a new faculty hire will require an apportionment record for all faculty positions meeting this and the above criteria. For existing faculty positions, changes to the position number, FTE, or employee subgroup require an update to the apportionment record. </td><td data-bbox="795 1119 1461 1644"> OR The apportionment is changing permanently. Permanent changes to the apportionment of a faculty or administrative position require a new apportionment record. “Temporary” changes to apportionment for faculty members (i.e. changes that are applicable for one semester or less) can be ignored. In other words, no update to an apportionment record is required for changes that are one semester or less, unless it is connected to a change in an appointment that results in a position change (to the left). For example, apportionment changes do not need to be recorded for faculty leaves that span one semester or less and do not result in a position change. </td></tr> </table>	The position is new or changing. New apportionment records must be created when paid faculty or administrative positions are added, or organizational changes are made. For example, a new faculty hire will require an apportionment record for all faculty positions meeting this and the above criteria. For existing faculty positions, changes to the position number, FTE, or employee subgroup require an update to the apportionment record.	OR The apportionment is changing permanently. Permanent changes to the apportionment of a faculty or administrative position require a new apportionment record. “Temporary” changes to apportionment for faculty members (i.e. changes that are applicable for one semester or less) can be ignored. In other words, no update to an apportionment record is required for changes that are one semester or less, unless it is connected to a change in an appointment that results in a position change (to the left). For example, apportionment changes do not need to be recorded for faculty leaves that span one semester or less and do not result in a position change.
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STEP 2: Creating or Updating Apportionment Records

If all criteria from previous section, *General Criteria for Creating or Updating Apportionment Records*, are met, proceed with creating apportionment records for new hires or updating apportionment records for existing employees.

The following factors apply to both creating and updating apportionment records:

1	Check for campus policies for apportionment and faculty appointments. Lecturer/T appointments are assumed to be 100% teaching based on the campus apportionment policy. Administrators with an “N1” employee subgroup are assumed to be 100% administration. If you have individuals in lecturer/T appointments who are <u>not</u> apportioned at 100% teaching, or “N1” administrators who are <u>not</u> apportioned at 100% administration, contact UNL Faculty Affairs in the EVC office so we can account for these variations and discuss aligning the apportionment to campus guidelines. Learn more about faculty appointments on the EVC Appointments and Templates webpage.
2	Apportionment percentages must total 100% for each appointment. All appointments must have an apportionment that totals 100% <i>except</i> positions with 0.0 FTE (e.g., professorship). If an appointment is structured with a split FTE on two or more positions, then the apportionment assigned to each partial FTE must total 100%.
3	Supporting documentation must be included. Newly created or updated apportionment records require documentation in addition to the PAF. Additional documentation must document the agreement between the mutual agreement between the supervisor (department executive officer, or other unit administrator) and the faculty member. For new hires, this may be the initial offer (i.e., letter of offer or position description), a department or college change of apportionment form, or email exchange between both parties are examples of documentation for existing employees.

Creating: New Hires

New apportionment records must be created when paid faculty or administrative positions are added as part of a new hire or rehire.

When	How
If “yes” to the below: ☐ New faculty hire. This includes academic administrators (ESG M1) and administrators (ESG N1). The employee has never been a faculty member or is being rehired.	• The New Hire/Rehire PAF process¹ will be used to create an apportionment record for new hires. • Apportionment information collected from the faculty member’s letter of offer or position description (IANR) is entered into the Personnel Data Form (see “Apportionment” under the <i>New Hire/Rehire EPAF</i> section). If using the New Hire/Rehire “paper” PAF, apportionment values are entered under the heading “Apportionments (IT9011)”. Note: The apportionment start date for a new hire will be the same as the appointment Start Date. • Each position with an employee subgroup beginning with A, F, J, K, L, M, N must have apportionment values totaling 100%, <i>except</i> positions with 0.0 FTE. • The New Hire/Rehire PAF (and EPAF) are submitted according to procedures outlined in Business Central.²

¹ New Hire/Rehire PAF: <https://businesscentral.unl.edu/paf-manual/new-hirerehire-paf/>

² Submitting the PAF: <https://businesscentral.unl.edu/paf-manual/introduction-pafs/submitting-paf/>

Updating: Existing Employees

Apportionment records must be updated when paid faculty or administrative positions are added, organizational changes are made, or permanent changes to the apportionment values are implemented.

When	How
If “yes” to any of the below: ☐ The department and the faculty member mutually agree to a permanent apportionment change. Most often this is done during or following an annual evaluation. ☐ A faculty member has accepted an interim or temporary position that will result in another appointment. ☐ FTE is reduced (e.g., phased retirement) or increased. ☐ A split appointment has ended (e.g., the end of an interim or administrative position). ☐ Leave of absence, or return from leave, that was more than one semester. The following will result in direct Payroll intervention; college/department action is not required: ☐ Position number has changed, including if it was an error correction. ☐ ESG has changed (including with tenure).	• Updated apportionment values for existing faculty members or administrators will be captured using the Update/Change PAF process.³ • Additional documentation capturing the modified agreement between the unit and the faculty member regarding the apportionment change must accompany the PAF (see “Acceptable Documentation” section below). • Apportionment information collected from above-mentioned documentation is entered into the <i>Update/Change PAF</i> under the heading “Apportionments (IT9011)”. • The <i>Update/Change PAF</i> is submitted according to procedures outlined in Business Central.⁴

Acceptable Documentation

- Letter of offer
- Position description (IANR)
- Change of faculty apportionment form
- Faculty appointment change request form
- Leave of absence forms (e.g., application for leave of absence, application for faculty development fellowship)
- Reduction in FTE agreement
- Phased retirement contract
- Forms or documents containing **faculty evaluation information should NOT** be submitted.

Apportionment Begin Dates for Updating Existing Records

- For updates resulting from permanent apportionment changes, the date should match the date of the effective date of the new apportionment values.
- Updates resulting from org changes (e.g., position, ESG, FTE) will have a date matching the payroll start date from the “Basic Pay (IT0008)” section on the Update/Change PAF. Apportionment dates will not always match the appointment start date.

³ Update/Change PAF: <https://businesscentral.unl.edu/paf-manual/introduction-pafs/types-pafs-and-actions/>

⁴ Submitting the PAF: <https://businesscentral.unl.edu/paf-manual/introduction-pafs/submitting-paf/>

APPENDIX A: Apportionment Categories and Values

See [Apportionment Categories](#) for more information about the categories and examples of activities within each category.

Category	Description	Values (%)
Teaching	Activities that support the instructional mission of the university. This includes teaching courses in all formats and modalities, student advising and mentoring, experiential learning, and other forms of instruction inside or outside the classroom.	0.00 to 100.00 Every paid faculty position must have assigned apportionment values between 0% and 100%.
Research	This category includes creative activity at UNL, so it may also be referred to as <i>Research and Creative Activity</i> . Activities associated with disciplinary inquiry, discovery, transmission, or dissemination of knowledge. This includes the development and presentation of creative works, intellectual property, and scholarly publications	When the apportionment values from all categories for a single position are summed, the total must equal 100%.
Service	Activities that contribute to the governance and operation of the institution, or leadership and service roles in disciplinary or professional organizations. This does not include civic contributions such as election to public office, jury duty, or volunteerism unrelated to disciplinary or professional expertise.	Two decimal places are provided. This means that (e.g.) an apportionment of 80% will be entered as 80.00, and a 12.5% apportionment is entered as 12.50.
Extension	<i>This apportionment category is reserved for faculty who are funded through the Nebraska Extension Division. For faculty without an appointment in Extension, similar activities should be included in other apportionment categories, typically Research/Creative Activity or Outreach.</i> Extension involves scholarship that generates, transmits, applies, disseminates, and preserves knowledge for the direct benefit of external audiences. It emphasizes co-created research-based programming.	
Outreach	Activities that extend faculty disciplinary expertise to the general public. These activities may be one-way communication that shares knowledge and resources for the benefit of broader public, without expectation of co-creation or sustained reciprocity; or they may have an expectation of reciprocity and mutual benefit.	
Clinical	Activities in health and medical settings involving teaching, clinical practice, and scholarship. Clinical work emphasizes professional instruction, patient care, and the application of medical expertise to improve health outcomes.	
Admin	<i>This apportionment category is limited to those faculty who have an administrative appointment. Comparable activities for faculty without an administrative appointment should be included in other categories.</i> Administrative activities encompass strategic leadership and day-to-day management of university units and programs.	
Total	A faculty appointment must total 100%. If an appointment is structured with a split FTE on two or more positions, then the apportionment assigned to each partial FTE must total 100%.	100.00