Regent University Faculty Activity Reporting Form: Spring 2017

Worksheet (Please complete the form online using the link sent to you via email.)

Faculty Activity Categories	Hours per day						
	Mon	Tues	Wed	Thur	Fri	Sat	Sun
Student Instruction							
Classroom teaching, preparation, grading/evaluation							
Online teaching, preparation, grading/evaluation							
Clinical teaching, preparation, grading/evaluation							
Non-classroom teaching and instruction (independent studies, thesis work, internships, student productions)							
Mentoring student research							
Communicating with students outside the classroom (in person, by telephone, by email, etc.)							
Developing new courses, updating existing courses							
Student Advising							
Helping student –in person, via email, etc. –with academic and career questions, writing letters of recommendation, participating in student orientations and training events, etc.							
Scholarship/Research/Creative Work							
Sponsored (grant-supported) scholarship/research/creative work							
Non-sponsored (non-grant supported) scholarship/research/creative work							
Attending conferences, seminars, workshops, etc. related to your scholarship/research/creative work							
Writing/preparing grants							
Keeping up to date with disciplinary research and activities							
Clinical Work							
Delivering clinical services							
Working on administrative tasks related to clinical work							
Community Engagement, Outreach, or Extension							
Working on public or private partnership projects							
Delivering presentations, workshops, seminars, performances, exhibits							
Delivering online/webinar based programming							
Providing technical assistance							
Preparing, presenting and evaluating programming for stakeholders							
Consulting (in person, by telephone, by email, etc.)							
Developing new programs, updating existing programs (presentations, publications, etc.)							
Professional Development							
Participating in professional development activities for teaching, research, clinical work or community engagement, outreach or extension (workshops, conferences, online seminars, etc.)							
Administration/Service							
Serving the institution (department, college, university committees and meetings, task forces, faculty governance, etc.)							
Serving the profession							
Administering centers/institutes, department/college/university programs, research operations							
Mentoring faculty							
Assisting student organizations							
Illness/vacation							
Sick leave							
Vacation							

Send questions to kristin.moser@uni.edu or 3-3103.

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Thank you in advance for taking the time to complete the 2017 Faculty Activity Reporting Form.

About the Faculty Activity Reporting Form

Iowa's public universities are participating in a study of faculty activity. Information from this study, which is required by the Board of Regents every two years, will help inform external constituencies about the many great activities being performed by our faculty.

All faculty members at our institutions must report how they spend their work time during a randomly assigned one-week period during the spring semester 2017.

How to complete your Faculty Activity form

To record the time you spend on activities over your randomly assigned week, click on the link embedded in the email you received from the provosts and faculty senate presidents at the three Regent universities. This will open the electronic form. Please take a minute to familiarize yourself with the available categories. If you use the paper worksheet, please remember that you will also need to enter the hours you record on the worksheet into the online form.

Please enter your information in **hour and fractions of hours.** For example, if you work an hour and a half preparing new course material on Monday of your assigned week, you would enter 1.5 in the Monday box for the category "developing new courses, updating existing courses." If you spend 45 minutes working on a grant proposal on Tuesday of your week, you would enter .75 in the Tuesday box in the category "writing/preparing grants."

Minutes	5	10	15	20	25	30	35	40	45	50	55
Fraction of Hour	.08	.17	.25	.33	.42	.50	.58	.67	.75	.83	.92

Frequently Asked Questions

1. **What if I work on an activity that doesn't fit in any of the categories in the form?** If you do not find a category that matches your activity exactly, choose the category that <u>best</u> fits the activity in question.

2. **What if I have an activity that fits into more than one category?** If an activity fits in more than one category, record it in the category that you think it fits best. **Do not "double count" your time.**

3. **What about travel time?** Do not count the time you spend traveling to and from work. However, if you are traveling to or from a conference, you should include this as part of your conference attendance time. Similarly, picking up a job candidate at the airport would count as work time in one of the Administration/Service categories.

4. **What if I am sick or on vacation?** If you are ill or on vacation for a day you should record eight hours under the appropriate category (sick leave or vacation time) on the form.

5. **What if I don't work at least 40 hours during my assigned week?** Faculty members may work substantially more than 40 hours in some weeks and fewer than 40 hours in others. We need you to honestly record the number of hours you work during your assigned week, even if that is unusually high or low (or even if you did not work at all due to illness or vacation), in order to form the most accurate picture of average activity across the entire faculty.

6. **What if I do clinical work and I am on call?** If you are on call, please only record the time that you are <u>actively</u> working, such as when you are seeing a patient or taking a phone call about work.

If you have further questions please contact Kristin Moser at Kristin.Moser@uni.edu or 3-3103.