

Regent University Faculty Activity Reporting Form: Spring 2019

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.