### Faculty Activity Categories

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#### 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 students — 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.