

## Faculty Activity Reporting, Spring 2021

Thank you in advance for taking the time to complete the 2021 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 valuable 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 of 2021.

### 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. You may wish to [print a copy of the worksheet](#) to keep track of your time during each day. If you use the paper worksheet, please remember that you will also need to enter the hours you record there into the online form.

Please note: **the link in the e-mail you receive is unique to you** – do not forward it to others. The personalized link makes it possible for the system to save a partially completed form and return you to the same form later, when you are ready to add to or complete it. If you lose your personalized link, please use the contact information on the following page to request that the link be re-sent to you.

Please enter your information in **hours 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.”

Below is a table to help you quickly convert minutes to fractions of hours.

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

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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) at the end of 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 an unusually high or low number (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 actively working, such as when you are seeing a patient or taking a telephone call about work.

If you do not find the answer to your question above, please contact Megan Vogt-Kostner at [megan.vogt@uni.edu](mailto:megan.vogt@uni.edu) or 273-7430.